PRACTICUM CLOCK HOURS FORM

Due Date: Must be submitted to your course instructor (undergrad only) and the Field Placement Coordinator (all students) no later than the date outlined in your placement email. Email of a scanned document is preferred. *Please do not use abbreviations for the school/division.*

Name of Student: _____ **Mentor Teacher:**_____

Placement: _____ _____ _____
School Division School Grade/Subject

Program (circle one): Residential MBU Online PBTL BA/MAT MAT MEd MS **Semester/Year**_____

Undergrad (Circle One): ED 110 ED 111 ED 300 ED 310 ED 315 ED 324 ED 345 ED 363 ED 371 ED 372 ED 373

Graduate (Circle One): ED 510 ED 511 ED 512 ED 513 ED 514 ED 525 ED 643 ED 649 ED 691 ED 692 ED 693

Date	Observation	Preparing Materials	Active Role (teaching, co-teaching, leading mtgs., etc.)	Notes	Total Hours
	Write the number of hours/minutes you participated in each type of activity				

Total Number of Hours Student Completed _____

_____ _____
Mentor Teacher's Signature Date

Please submit a copy of this form to your instructor (undergrad only) and to the Field Placement Coordinator (all students): Dr. Pari Paluszak, plpaluszak@marybaldwin.edu, Field Placement Coordinator, College of Education, Mary Baldwin University, PO Box 1500, Staunton, VA 24402.