PRACTICUM CLOCK HOURS FORM – MEd Reading Education

Due Date: Must be submitted to your course instructor and the Field Placement Coordinator 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

Semester/Year _____ Indicate your course: ED 671 ____ ED 672 ____ ED 675 ____

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 *active role* hours:				Total number of cumulative hours:	

*At least 20 hours need to occur when you are in an *active role* in the classroom. If you are unsure what constitutes an *active role,* please contact your course instructor as it varies based on the course.

_____ _____
Mentor Teacher's Signature Date

Pease submit a copy of this form to your instructor and to the Field Placement Coordinator : Lori Wall, lwall@marybaldwin.edu, Field Placement Coordinator, College of Education, Mary Baldwin University, PO Box 1500, Staunton, VA 24402.