Music Education
4400 University Drive, MS 3E3
Fairfax, VA 22030-4444

Log of Hours

ST NAME: **PAGE # _____ OF _____**

INSTRUCTIONS. Type name in space above and print multiple copies of this form. Using pencil, enter the date and number of hours at the end of each day as follows:

1. **Logging Hours** occurs for the amount of time involved in supervised classroom experience. Time is entered using a standard clock hour format HH:MM. Report the time totals for each column at bottom of this sheet.
2. **Direct teaching** is divided into two captions that are defined as follows:
   - **Co-teaching** –also known as team teaching; the ST logs the number of teaching hours in this column when instruction is the result of shared responsibility for planning, instruction, assessment, and supervision.
   - **Independent teaching** – the ST logs the number of teaching hours in this column when the instruction is the result of the ST assuming full control for all aspects of teaching.
3. **Other Activities** include any supervised activity other than actual teaching which may include: planning, organizing materials, observation, faculty meetings, professional development activities, conferences, school trips, and performances.

	DIRECT TEACHING			
Date	**Co-Teaching**	**Independent Teaching**	**Other Activities**	**Description**
A. TOTAL # hours only				The Virginia Department of Education (VDOE) requires the ST to be in the classroom full time for a minimum of 300 clock hours, with at least half of that time (150 hours) spent providing direct instruction.
B. TOTAL # minutes				
C. Divide row B ÷ 60				The University Supervisor will enter the totals from Row D onto the Summary of Hours.
D. Sum Rows A + C				**DOWNLOADABLE TIME CALCULATOR**

My signature indicates the number of hours logged on this form is accurate and that any misrepresentation or falsification is considered an honor code violation and will result in punitive action which may include receiving a failing grade for the internship.

_____ _____ / _____ / _____
SIGNATURE OF STUDENT TEACHER MO. DAY YEAR