

Form E (2 PAGES)

Valparaiso University

ED 630

Record of Internship

Must Be Signed by Cooperating Teacher & Intern Teacher

- I. Instructions: The intern teacher will keep this weekly record of experiences. Interns will record observation and teaching by number of hours. All interns should record related extra-curricular activities by hours. Place number of school days in last column. One copy of this report is to be filed in the Placement Office in Miller Hall upon completion of the internship.

Observation is observing other teachers engaged in classroom teaching.

Teaching - intern teacher's actual teaching in classroom.

Related activity - any professionally related activity. It does not include time spent preparing for class outside of school.

- II. Intern Teacher _____ Semester/year _____
School District _____ Building _____
Cooperating Teacher _____ Grade/Subject _____

<u>Week</u>	<u>Dates</u>	<u>Observation Hours</u>	<u>Teaching Hours</u>	<u>Related Hours</u>	<u>School Days</u>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
Totals		_____	_____	_____	_____

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RECORD OF INTERNSHIP ACTIVITIES

<u>Activity</u>	<u>Frequency</u>	<u>Activity</u>	<u>Frequency</u>
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1. Attended
- a. faculty meeting _____
 - b. athletic event _____
 - c. PTA meeting _____
 - d. professional meeting _____
 - e. social function _____
 - f. club meeting _____
 - g. departmental meeting _____
 - h. S.E.A. (union) _____
 - i. Parent Conference _____

2. Conferred with:
- a. cooperating teacher _____
 - b. college supervisor _____
 - c. principal _____
 - d. parent _____
 - e. school counselor _____
 - f. special ed. teacher _____
 - g. nurse _____
 - h. secretary _____
 - i. custodian _____
 - j. bus driver _____
 - k. Other: Please specify _____

3. Observed or Supervised
- a. playground _____
 - b. cafeteria _____
 - c. study hall _____
 - d. fire drill _____
 - e. Bus loading/unloading _____
 - f. library _____
 - g. computer lab _____
 - h. standardized testing/ISTEP _____
 - i. Other-list: _____

4. Assisted with:
- a. field trip _____
 - b. school publication _____
 - c. community/service project _____
 - d. drama dept. _____
 - e. social event _____
 - f. sports event _____
 - g. other – list: _____

5. Assessment/Evaluation of Students:
- a. developed objective assessment instruments _____
 - b. developed subjective assessment instruments _____

Frequency

6. Produced AV Materials _____
7. Assisted students with computer Use/ lab/ program/ activity _____
8. Other activities – please list: _____
- _____
- _____

Cooperating Teacher _____
 (Signature)

Date _____

Intern Teacher _____
 (Signature)

Date _____