

University of Pittsburgh at Bradford
Education Program

WEEKLY TIME LOG CATEGORIES

1. **Observation:** This includes time spent observing students, cooperating teachers, and other teachers in the school building.
2. **Actual Teaching:** This includes time spent conducting and managing instructional activities in the classroom, either with the entire class, small groups, or individual students.
3. **Planning and Preparation:** This includes time spent, *at the school site only*, planning activities and preparing materials for classroom instruction. It also includes writing lessons and unit plans, developing tests and other assessment tools, creating exhibits and displays, and obtaining equipment and supplies for use in the classroom.
4. **Evaluation and Conference:** This includes time spent with cooperating teachers, university supervisor(s), and building principals to evaluate your professional activities and accomplishments and to develop strategies for refining and improving your teaching skills. This category also includes time spent grading/evaluating students' work and conferring with students and parents.
5. **Staff Development:** This includes time spent in school-based induction and staff development activities such as regular meetings of the professional staff, meetings with school and community groups (e.g., PTO meetings), curriculum development and school improvement projects, classroom research studies, and other specialized professional conferences.
6. **Extracurricular Activities:** This includes time spent as a participant in or sponsor of after school activities such as plays, sports, clubs, or other special interest groups.
7. **Other:** The "blank" category includes time spent in school-related activities that do not fit into any other category. Please describe these activities on your weekly time log.

STUDENT TEACHERS SHOULD NOT INCLUDE TIME SPENT OUTSIDE THE ASSIGNED SCHOOL SITE IN PREPARATION FOR TEACHING. IF FURTHER INSTRUCTIONS ARE NEEDED TO COMPLETE WEEKLY TIME LOGS, PLEASE CONSULT THE DIRECTOR OF TEACHER EDUCATION.