

Appendix A: Teacher Intern Log – 450 Hours

450 hours of instructional time includes the following:

- All time in the school day from the beginning of the first scheduled class period to the end of the last scheduled class period. This means 30 minutes before the bell rings in the AM, and 30 minutes after the bell at the end of the day.
- Parent-teacher conferences are part of instructional time, include before and after school and conference week.
- In-service days and release time – if the time is spent on instruction and planning.
- Collaborative planning time.
- Before and after school contract time – if the time is spent on instruction and planning.
- Lunch time is NOT included.

Teacher Intern:		School:			Grade/Subject:			
Mentor Teacher:				Supervisor:				
Week	Date <i>Fill in date as per example</i>	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours	MT/US initials
1	Aug 29- Sept 2							
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
Total Hours								