**Curriculum and Instruction Department Field Experience Timesheet**

Teacher Candidate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Host School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade Level(s) or Subject\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assigned Day(s) of the Week\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Directions for Candidate:** For each week of the semester, document the hours you attended your field placement by indicating the starting date of the week, the specific hours that you arrived at the school and left the school, and the total number of hours you accumulated in your placement that week. If you were absent, offer a brief explanation in the box provided (e.g., sick). At the end of the semester, have your host teacher sign the timesheet. Then upload it to Tk20.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Week Of…**  **mm/dd/yy** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Total Hours, Minutes** | **Absences**  **Explained** |
|  | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Hours:  Minutes: |  |
|  | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Hours:  Minutes: |  |
|  | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Hours:  Minutes: |  |
|  | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Hours:  Minutes: |  |
|  | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Hours:  Minutes: |  |
|  | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Hours:  Minutes: |  |
|  | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Hours:  Minutes: |  |
|  | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Hours:  Minutes: |  |
|  | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Hours:  Minutes: |  |
|  | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Hours:  Minutes: |  |
|  | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Hours:  Minutes: |  |
|  | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Time In:  Time Out: | Hours:  Minutes: |  |

**Directions for Host Teacher:** Confirm the accuracy of the hours reported above, then sign below. The candidate will not receive a grade for this field experience course without submitting a signed timesheet. You will provide feedback on the candidate’s performance separately, using the Field Experience Evaluation Form that will be emailed to you. Thank you.

**Host Teacher Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_