

Time Log Guide

TIME LOGS

Time Logs provide a record of a Teacher Candidates' (TC's) days present and absent.

- TC's submit one log weekly (15 total).
- Mentors will approve time logs weekly.
- A school day is (8) eight hours, including morning duties (30 minutes) or afternoon duties (30 minutes).

Optional: Please log additional days attended before the semester begins.

Present Example

Based on the first seven weeks of Residency 1

The screenshot shows a form with the following fields: Date* (08/26/2022), Hours* (20), Minutes* (0), Category (Other), and Description* (Present 8-22-22-8-26-22).

Absent Example

Based on the first seven weeks

The screenshot shows a form with the following fields: Date* (08/26/2022), Hours* (12), Minutes* (0), Category (Other), and Description* (Present 8-22-22-8-25-22, Absent 8-26-22).

COUNTING HOURS

To account for differences involving excused absences, holidays and inclement weather, TC's are required to have a range of hours each semester. Students who have approved hours within the range do not need to make up excused absences. All unexcused absences must be made up.

Fall Hours (428-444)

- **140 Hours** First seven weeks- 2.5 days per week (2 days 8 hours; 1/2 Day- 4 hours)
- **288 Hours** 8 Weeks- 4.5 days per week (4 days 8 hours; 1/2 Day- 4 hours)

Spring Hours (544-584)

- Fifteen Weeks- 5 days per week (8 hours a day)
- MLK Day (8 hours excluded)
- President's Day (8 Hours Excluded)
- Spring Break Week (Excluded from total)

