# Missouri Western State University

# Weekly Report Sheet

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| **Name:**  | **College Supervisor:**  |
| **School:**  | **Cooperating Teacher:**  |
| **Grade Level:** | **Experience:** |
| **Week Starting/Ending:** | **Hours:** |

Directions to teacher candidates: You will keep an accurate record of the amount of time spent daily in the following seven activity areas related to your experiences as a teacher candidate in the assigned cooperating school. (List time spent in each area.) This report must be completed and returned to your College Supervisor in Murphy Hall 111 weekly or emailed as an attachment.

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| 1. Observation-Orientation Activities, such as observing: Classroom procedures: routine management and organization |  |  |  |  |  |
|  Instructional preparations and motivation: methods, Psychological basis |  |  |  |  |  |

 Reactions of students: psychologically, academically

 Provision for individual differences

 Evaluations

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| 2. Related Activities, such as: Classroom housekeeping; Attendance records; |  |  |  |  |  |
|  Copying materials; Distribution and collection of materials; Preparing tests, records, and materials |  |  |  |  |  |

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| 3. Instructional Assistant Activities, such as: Becoming acquainted with instructional materials |  |  |  |  |  |
|  Becoming acquainted with students’ course records and personal goals |  |  |  |  |  |

 Assisting in teacher preparation and procedures;

 Supervising study periods; Helping in testing periods;

 Recording of grades; Assisting students in make-up or

 Special assignments; Counseling and motivation

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| 4. Individual or Small Group Instructional Activities, such as: Supervising study, review, special projects, or discussion leader |  |  |  |  |  |

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| 5. Total Class Instruction, Including Preparation and Planning:  |  |  |  |  |  |

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| 6. Conference Activities with: Cooperating Teacher |  |  |  |  |  |
|  College Supervisor Administrative personnel |  |  |  |  |  |
| 7. Professional Activities, such as participating in: Teacher organizations; Student co-curricular activities; |  |  |  |  |  |
|  Community and civic organizations |  |  |  |  |  |
| 8. Total Hours |  |  |  |  |  |