



RECORD OF DIRECTED TEACHING HOURS

Name _____ Date _____

As a student participating in Directed Teaching, you are responsible for keeping accurate records of the clock hours you spend in the directed teaching classroom and for submitting this form to the Teacher Education Office at the conclusion of your directed teaching. Students participating in Directed Teaching are required by the Virginia Department of Education to complete a minimum of 150 hours working directly with students. They are required to have 300 total hours of fieldwork. Please use the chart below to calculation your responsibilities during directed teaching. You should review this weekly with your cooperating teacher.

	WEEK	Observation	Routine Duties in School	Co-Teaching/Team Teaching	Primary Responsibility
First Placement	Week 1				
	Week 2				
	Week 3				
	Week 4				
	Week 5				
	Week 6				
	Week 7				

Cooperating Teacher Signature _____

Second Placement	Week 8				
	Week 9				
	Week 10				
	Week 11				
	Week 12				
	Week 13				
	Week 14				

Cooperating Teacher Signature _____

Totals	Total Hours in Each Task				
	Total Hours of Direct Contact				
	Total Hours				

Student Teacher Signature _____