

HARDING

U N I V E R S I T Y

ATTENDANCE INFORMATION

If you are **Early Childhood, Middle Level, and/or Special Ed.**, fill out one attendance record for each student teaching placement.

If you are **K-12 Art, Kinesiology, or Music**, fill out one attendance record for 6 weeks and a separate attendance record for 6 weeks for the second assignment, (i.e. one assignment in elementary for 6 weeks and one assignment in high school for 6 weeks).

If you are **Secondary** you may student teach in more than one subject. Please fill out a separate attendance sheet for each subject and total in the last column. Also have each teacher initial each week and also sign the record.

If you are **Secondary** and student teach in only one subject, then you need to fill out only one attendance sheet. Have the one teacher initial each week and also sign the record.

The three activities listed on the Attendance Record are defined as follows:

1. Observation - Record the time spent watching teachers at work.
2. Teaching - Time spent in charge of the class or in assisting the teacher with activities related to teaching.
3. Conferences - Record the time spent in formal and informal conferences with your cooperating teacher or university supervisor.

Record the time (to the nearest hour) spent each week in each activity. Record attendance each week by writing the number of days present or absent at the bottom of the form. At the end of each week ask your cooperating teacher to initial your attendance record in the space provided. At the end of your student teaching both you and your cooperating teacher should sign the attendance record and give it to your university supervisor.

REMEMBER, IF YOU HAVE ANY QUESTIONS OR NEED EXTRA ATTENDANCE RECORD FORMS, PLEASE COME BY TEC 130 AND ASK THE SECRETARY. THE ATTENDANCE RECORD FORMS GO IN YOUR PERMANENT RECORD AND NEED TO BE COMPLETED ACCURATELY AND NEATLY.