

HARDING

U N I V E R S I T Y

ATTENDANCE 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 cooperating 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 Internship II both you and your cooperating teacher should sign the attendance record and turn it in at the final seminar.

If you are ill or faced with an emergency situation, notify the cooperating teacher, your university supervisor, and the Professional Field Experiences office (279-4050) immediately and give the reason for your absence. Any anticipated absence must be approved by the Director of Professional Field Experiences. Unexcused absences or absences which have not been made up may result in an incomplete or a failing grade.