**CI 406 Time Data Worksheet**

**Part I.**

These activities should be reported in this row:  
Assisting the teacher or working with P-12 students under the direction of a teacher: observing teachers at work with P-12 students; solo teaching time with P-12 students; attending assemblies with students during the school day to assist with supervision; recess supervision; fire drills; field trips; preparing materials or lessons at the school site; collaboratively planning lessons or other activities with coop and/or other teachers; reviewing and evaluating student work at the school site.

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| **Week** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | Total |
| **Hours** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Part II.**

These activities may be recorded in this row:  
Volunteer or paid coaching a sports team or extracurricular activity; participating as a chaperone an optional school trip; attending a multiple day professional conference with/without the cooperating teacher; observing a school board meeting; attending an event at a school (i.e., a musical performance or sports event) that the teacher candidate attends as an observer; preparing for and teaching lessons to college student peers, even if they are role playing or pretending to be P-12 students; planning or thinking about lessons at home.

(Please note that the follow activities do not meet early field experience requirements and should not be reported here: assisting during special events for P-12 students on or off campus by performing duties such as registration table volunteers, student guides, help desk workers, student ambassadors, site hosts, tour guides, ushers, etc.; assisting at professional conferences or events by performing duties such as registration or help desk workers, session monitors, site hosts, tour guides, ushers, etc.)

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| **Week** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | Total |
| **Hours** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |