EFE TIMECARD

FALL 2020

You may count any and all of the following as **regular EFE hours**:

* Observing, co-teaching, or teaching whole class, small group or individual instruction (via Zoom or other online collaboration platforms)
* Planning with Cooperating teacher (either in person, over the phone, Zoom or other online collaboration platforms)
* Attending meetings (via Zoom or other online software
* Working with students one on one or in small groups (via Zoom or other online collaboration platforms)

We are aware that this semester presents some unique challenges. If you find that you are coming up VERY short on hours, please contact your University supervisor who will advise you on opportunities to supplement your experience. Some options for **supplemental hours** include:

* Collaborating with colleagues and other early field students
* Planning for working with students/reading curriculum materials, creating asynchronous lessons/videos, and researching low tech options (not to exceed 2 hours/week)
* Conducting office hours for students that need extra support (via Zoom or other online collaboration platforms)
* Interviewing other school staff (Social workers, Counselors, Special Educators, School Psychologist, Paraprofessionals, Teachers of other content areas, and/or Administrators)

Other activities may be considered. Check with your supervisor if you have ideas. Log your **supplemental hours** here:

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| --- | --- | --- |
| Week/Date | Activity description | Time spent |
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Cumulative hours should be recorded here.

(Regular hours + Supplemental hours = Cumulative hours)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Week | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | TOTAL |
| Hours (rounded to quarter hour) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |