

Intern Name:

Week of:

**NOTRE DAME OF MARYLAND UNIVERSITY
MAT PT OBSERVATION (CLINICAL FIELD EXPERIENCE) TIMESHEET**

Click here to enter text. **SCHOOL YEAR**

The purpose of this log is to document and reflect upon the variety of experiences in which an intern engages and to record the number of observation days during your part-time field experience semester (first two weeks full-time, reduce to one day per week).

Interns should:

- Complete one timesheet each day of your field experience. Submit timesheets on a weekly basis to Canvas.
- Insert date at the top of the column; place an "X" by each activity in which you engaged that day. See model* below.
- Complete the reflection prompts on the second page in collaboration with your mentor.
- Obtain the signature of the mentor teacher weekly, the Supervisor will review each week and provide feedback in Canvas

*** MODEL**

<u>EXPERIENCE</u>	<i>Date:</i>	
Inquire about school procedures	X	<input type="checkbox"/>
Observe/Talk with members of the school community (e.g. counselors, related service providers, cafeteria staff, support staff, custodial staff)		<input type="checkbox"/>
Assist/provide intervention to struggling students		<input type="checkbox"/>
Participate in/ host a coach class, lunch bunch, club, and/or other non-instructional activities with students to build relationships		<input type="checkbox"/>
Assist with arrival/dismissal/bus duty		<input type="checkbox"/>
Consult the library media specialist and/or STAT teacher	X	<input type="checkbox"/>
Consult with related service providers (SLP, psychologist, etc.)	X	<input type="checkbox"/>
Consult with the ELD teacher regarding supporting MLLs		<input type="checkbox"/>
Participate in a field trip (if planned)		<input type="checkbox"/>
Read or present a story/article/text to the class		<input type="checkbox"/>
Participate in the development of an IEP or BIP		<input type="checkbox"/>
Attend IEP team mtg (with permission if non-employed)		<input type="checkbox"/>
Observe teachers outside your discipline		<input type="checkbox"/>
Review/consult school system curriculum guides	X	<input type="checkbox"/>
Assist with assessing assignments or designing assessments		<input type="checkbox"/>
Attend team/grade/dept meetings	X	<input type="checkbox"/>
Prepare communication to parents		<input type="checkbox"/>
Learn the grade recording system	X	<input type="checkbox"/>
Observe and/or engage in the preparation of report cards		<input type="checkbox"/>
Attend a parent conference		<input type="checkbox"/>
Attend a school or community event/activity outside the school day		<input type="checkbox"/>
Attend a faculty meeting and/or professional development		<input type="checkbox"/>
Assist/teach small groups	X	<input type="checkbox"/>
Develop/present warm-up activity		<input type="checkbox"/>
Observe or integrate AT and/or collaborate with related service provider		<input type="checkbox"/>
Teach 1 – 2 classes/subjects daily		<input type="checkbox"/>
Teach 3 or more classes/subjects daily		<input type="checkbox"/>
Met w/ mentor to plan/discuss instruction (daily experience for traditional interns)	X	<input type="checkbox"/>
Other:		<input type="checkbox"/>

Continue to the reflection portion on the next page.

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Reflection: Reflect and complete the prompts below at the end of each week.

What obstacles did I face this week in the classroom? Outside of the classroom? What success did I have? You can consider your actual instruction, classroom management, or dealings with administration, colleagues, or parents.

What obstacles and successes did I have in regards to lesson planning? You can consider, but are not limited to: Objective writing, student-centered activities, expectations for students, student engagement, learning materials, and lesson delivery

What feedback did I receive this week? What insights did I learn from my mentor this week that I can utilize for future practice?

Intern Signature:

Date:

Mentor Signature:

Date: