**UWRF STUDENT/INTERN TEACHING JOURNAL (WEEKLY REPORT of ACTIVITIES)**

**Name: Placement School(s):**

**Journal Beginning Date: Journal Ending Date:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Indicate Hours: Use Decimals & Round to .25 h (15 m)** | Observation | Preparation for Teaching | Teaching | Activities Related  to Teaching | Administrative  Duties | FFA  Activities | SAE | Row Totals\* |
| Monday |  |  |  |  |  |  |  | 0 |
| Tuesday |  |  |  |  |  |  |  | 0 |
| Wednesday |  |  |  |  |  |  |  | 0 |
| Thursday |  |  |  |  |  |  |  | 0 |
| Friday |  |  |  |  |  |  |  | 0 |
| Sat / Sun |  |  |  |  |  |  |  | 0 |
| Column\* Totals | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |

\*Enter a value in all cells, even if zero. Press Ctrl + A and then F9 to update all totals.

Complete a written journal of daily activities. Write a brief description of your activities each day and then reflect on what went well, where you struggled, and what you learned. Be detailed in reporting your activities, but use pseudonyms to keep student, teacher, and other staff names confidential. Multiple pages are encouraged.

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

Schedule Update – list what will be happening in each class you will be teaching, FFA & SAE for the next week:

Monday-

Tuesday-

Wednesday-

Thursday-

Friday-

FFA -

SAE -