Required in Practicum Student's File

TO BE COMPLETED BY: Practicum Student on a Weekly Basis

WEEKLY INTERNSHIP REPORT

Practicum Student: **Student ID Number:**

Grade/Subjects Taught: **School:**

Cooperating Practitioner (CP) : **Supervisor :**

Report of activites for week beginning:

Summary of activites for the Week:

Summary of Hours for the Week	Hours Brought Forward from Previous Week	Hours for Current Week	Subtotals (To Be Forwarded)
1. Hours of observation (Example: Observing, the CP teach)			
2. Hours of participation in teaching (Examples: Teaching a lesson/team teaching with the CP , assisting with lunchroom duty, hall monitoring, or bus duty)			
3. Hours of responsible teaching (Example: Teaching by yourself)			
4. Hours in school activites after school hours (Examples: Faculty meetings, sports events, PTA meetings, seminars. **Do Not Include** your individual tasks such as grading tests or preparation time.)			
5. Hours in conference with CP, and/or college supervisor			
TOTAL HOURS:			
Hours absent from internship this week			

NOTE: Round off hours to nearest half hour expressed in decimal form. (Example 1-1/2 hours = 1.5)
Most school days are approximately 7.0 hours long.