

Hourly Internship Attendance Report / SLL Time Log

The intern should complete his/her time log in the Watermark Student Learning & Licensure (SLL) each day (www.vialivetext.com). The time log is used to document the intern's attendance and activities during the placement. The time log is also used to verify that intern's have met the attendance and full days of teaching requirements during the internship semester. Below are the basic categories used in the time log:

- Observing and Assisting
- Teaching (not full day)
- FULL DAY TEACHING AND LEADING
- After school related (activities, events, meetings)
- School Holiday (document but indicate zero hours)
- Absent (document absent but indicate zero hours)
- Other (Professional Development, EDU 400/500, UA Internship Activities, school closures for inclement weather, etc.)

Examples of time log entries are included below:

Date	Category	Activity	Add'l Info	HH:MM	Apprv
9/7/23	Absent		Doctor's note attached	0:00	✓
9/10/23	Observing and Assisting	Watched lessons and helped with groups		05:00	✓
9/10/23	Teaching (not full day)	Taught science and math		02:30	✓
9/10/23	After school related activities, events, meetings	Bus duty and Grade level meeting		01:00	✓
9/11/23	Observing and Assisting	Morning routine, passed out papers, collected homework		03:30	✓
9/11/23	Teaching (not full day)	Taught reading, math, and social studies lesson		04:00	
9/11/23	After school related activities, events, meetings	Bus Duty		00:30	
9/12/23	Other	EDU 400 On campus		00:00	

Date	Category	Activity	Add'l Info	HH:MM	Apprv
9/13/23	School Holiday			00:00	
9/14/23	FULL DAY TEACHING AND LEADING		consecutive day 1	7:30	

Interns are responsible for logging their time daily and ensuring it accurately reflect their hours and activities in their time log.

It is the Classroom Teacher's responsibility to review the Time Log and approve it.

The Time Log should support and reflect the intern's full days of responsible teaching and leading as well as their required number of consecutive days of teaching for each placement.