

**Intern Attendance Form  
Office of Field Services**

*Form is maintained by Intern, filed with Mentor Teacher during semester, and picked up by Supervisor at end of experience*

**Intern:** \_\_\_\_\_

**Semester/Year:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Week #**\_\_ **Dates:** \_\_\_\_\_

**Week #**\_\_ **Dates:** \_\_\_\_\_

Date	Time In	Time Out	# of Hours

Date	Time In	Time Out	# of Hours

**Week #**\_\_ **Dates:** \_\_\_\_\_

**Week #**\_\_ **Dates:** \_\_\_\_\_

Date	Time In	Time Out	# of Hours

Date	Time In	Time Out	# of Hours

**Week #**\_\_ **Dates:** \_\_\_\_\_

**Week #**\_\_ **Dates:** \_\_\_\_\_

Date	Time In	Time Out	# of Hours

Date	Time In	Time Out	# of Hours

**Week #**\_\_ **Dates:** \_\_\_\_\_

**Week #**\_\_ **Dates:** \_\_\_\_\_

Date	Time In	Time Out	# of Hours

Date	Time In	Time Out	# of Hours

**Mentor:** \_\_\_\_\_

**Week #**\_\_ **Dates:** \_\_\_\_\_

Date	Time In	Time Out	# of Hours

Week #\_ Dates: \_\_\_\_\_

Date	Time In	Time Out	# of Hours

Week #\_ Dates: \_\_\_\_\_

Date	Time In	Time Out	# of Hours

Week #\_ Dates: \_\_\_\_\_

Date	Time In	Time Out	# of Hours

Week #\_ Dates: \_\_\_\_\_

Date	Time In	Time Out	# of Hours

Week #\_ Dates: \_\_\_\_\_

Date	Time In	Time Out	# of Hours

Week #\_ Dates: \_\_\_\_\_

Date	Time In	Time Out	# of Hours

Week #\_ Dates: \_\_\_\_\_

Date	Time In	Time Out	# of Hours

**Notes**

Practicum internship hours are generally 8 am-12 pm, Mon-Thurs for 15 weeks; alternately, some licensure programs require attendance 8 am-11 am, Mon-Fri for 15 weeks

Student teaching internship hours are generally 8 am-3 pm, Mon-Fri for 15 weeks; interns follow their mentor teachers' full-time teaching schedules, including before school arrival and attendance at planning, professional development and after school meetings

Accruing more than 3 absences during the practicum or student teaching internship may result in the need to repeat this experience or in an extension of the experience

All absences must be reported to both the Mentor Teacher and Supervisor ahead of time

Changes in internship schedules can be made only with written approval of the Director of the Office of Field Services

