



## 20 Hours Documentation Form

Please use this form in documenting the required 20 hours of pre-student teaching. PI34 requires these to be onsite and supervised in a variety of settings.

This form should serve as a cover sheet in your portfolio followed by your short reflection on what it felt like, things you learned, and things you might have done differently. Include your verifying teacher's comments and any other documentation. Remember it is a portion of your grade.

- What do I do with this form? *Send it to your instructor who will sign off below.*
- What is considered teaching? *Your role can be as a substitute or team teacher with small or large groups.*
- What is an hour? *An hour is 60 minutes of documented time. An hour is not a 45 minute classroom period.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Time: Begin: \_\_\_\_\_ End: \_\_\_\_\_

Description of classroom experience: \_\_\_\_\_

---

---

---

---

---

---

---

---

Number of hours documented on this form: \_\_\_\_\_

Signature of person who verifies this experience \_\_\_\_\_

Student Signature: \_\_\_\_\_

**Mail to:** Project: Teaching! P.O. Box 129 Ladysmith WI 54848  
*Don't forget to attach your reflection and any other documentation.*

Instructor Verification: \_\_\_\_\_ Date: \_\_\_\_\_