Weekly Journal

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

Dates: from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Check the tasks you did each class in the past two weeks. Add more of your own to ensure Mrs. House can see the full scope of work completed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| M | T | W | TH | F | Task |
|  |  |  |  |  | Tutored a student one on one. |
|  |  |  |  |  | Circulated around the class helping students. |
|  |  |  |  |  | Presented material to the class. |
|  |  |  |  |  | Took attendance. |
|  |  |  |  |  | Marked students’ objective tests. |
|  |  |  |  |  | Entered marks into the computer. |
|  |  |  |  |  | Photocopied. |
|  |  |  |  |  | Typed/ prepared materials for the teacher. |
|  |  |  |  |  | Read test to students. |
|  |  |  |  |  | Assisted a student with organization. |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

Comments: How did you feel about the duties you had? What did you learn?

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Teacher Initial and Comments (if the teacher would like to comment):

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