

PROGRAM AREA TEACHING ASSISTANT TIME REPORT SUMMARY*

Name _____ Time Period _____ to _____

Program Area _____

Week of _____
Hours worked _____
Students contacted _____

Week of _____
Hours worked _____
Students contacted _____

Activity	% of time
Contact w/students	
Teacher Duties	
Office Work	
Misc	
Total**	

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SUMMARY OF GRADING PERIOD

Calculate the average time spent on the following activities from the grading period listed on the attached pages for the grading period. Please not the majority of time is to be spent in student contact hours. If this is not the case please re-evaluate your activities.

Activity	% of time
Contact w/students	
Teacher Duties	
Office Work	
Misc	
Total**	

*This report shall serve as a summary of the daily log. The grading period and year end summary shall be obtained from this report. Submit to the office at the **end of every grading period.** **Should total 100%.