

## Log of Hours

### Sample Instructional Coach, PK-6

Detail how you have completed at least **50 hours** (2 credits/units), **75 hours** (3 credits/units), **100 hours** (4 credits/units), **125 hours** (5 credit/units) or **150 hours** (6 credits/units) of activities toward your goal(s).

**Date:** Enter a single date for each line. **Dates must not be combined** or provided in Ranges.

**Goal/Category:** Label each entry by a goal **or** category that is aligned with the goals listed on your Professional Learning Plan-- **i.e.** *Curriculum Development, Collaboration, Lesson Modifications, Technology . . .*

**Activity:** Describe the activity for each date in specific detail.

**Note:** On any given date, if you work longer than a half day, you must provide a detailed description of each activity completed.

**Hours:** Record the amount of time spent working on each activity. Round up to ¼ hr.  
**Hours that CANNOT be logged** - any hours you are receiving compensation or other credits for, and/or any activity that can be completed by a non-professional volunteer and/or does not demonstrate graduate-level work.

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**If you listed either of the following activities on your Professional Learning Plan, please assign them the category labels:**

**Aligning Classroom Environment to the Curriculum (max 10%)** encompasses activities where you are creating a learning environment to support the needs of your students.

**Professional Reading/Media (max 25%)** encompasses any reading, listening, or viewing of media sources to better your practice and/or learn evidence based strategies. Evidence to demonstrate **MUST** include detailed, synthesized notes of how you plan to implement your knowledge. Annotated texts alone are not sufficient evidence.

If you have any questions, please contact your coordinator.

*I attest that this log is a true reflection of hours spent engaged in activities to reach my goal for this class and that I was not compensated in any manner for any of these hours.*

*I attest that all work is my own and was created for the purpose of this course.*

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

Use this chart to total your hours upon completion.  
Expand this chart as needed to include all your goals.

Goals/Categories	Hours
Professional Reading	15.5
Curriculum Development	35.0
Please calculate <b>Total Hours:</b>	50.5

Please expand the table as needed.

Date	Goal/Category	Activity (please cite specific examples)	Hours
6/30	Professional Reading	read: <i>The 5 Practices in Practice: Successfully Orchestrating Mathematics in Your Elementary Classroom</i> -Ch. 1 & 2-focused overview of the 5 practices, plus setting goals and selecting task Focuses was on profession of learning math grades K-6	3.0
7/1	Professional Reading	read: <i>The 5 Practices in Practice: Successfully Orchestrating Mathematics in Your Elementary Classroom</i> -Ch. 3 - focused on multiplicative reasoning, ratio, rate, slope, equation of a line using manipulatives, double numbering and computer modeling over time.	2.0
7/1	Professional Reading	read: <i>The 5 Practices in Practice: Successfully Orchestrating Mathematics in Your Elementary Classroom</i> -Ch. 4 - focused on the predictable variability of all learners	1.5
7/3	Professional Reading	read: <i>The 5 Practices in Practice: Successfully Orchestrating Mathematics in Your Elementary Classroom</i> -Ch. 5 & 6 - focused on how to anticipate student responses, responding to student	2.5

		thinking, creating questions to assess, advance, and get kids started.	
7/5	Professional Reading	read: <i>The 5 Practices in Practice: Successfully Orchestrating Mathematics in Your Elementary Classroom</i> -Ch. 7 - focused on monitoring student's work, accession their thinking, creating questions to assess, advance and get kids started	1.5
7/6	Curriculum	Analyzed and evaluated planning, implementing, assessing guidelines for Eureka Pilot program.	1.0
7/7	Curriculum	Prepared for Eureka pilot and PLC's--where each of these groups where at the end of the school year and how to start with the major learnings for the school year.	1.5
7/8	Professional Reading	Created Power Point of book-5 practices-to share with new teachers-compiled key elements of the book into a presentation to share what good practices can be used regardless of the math curriculum being used.	2.5
7/9	Professional Reading	Finalize presentation demonstrating how to connect student work to the goals of a lesson and connecting different solutions to each other, and keeping the class engaged.	1.5
7/9	Curriculum	Divided modules between 4 quarters and how to document; drafted a quarterly sequence to share with teachers.	1.0
7/10	Curriculum	Review and analyze quarterly reporting guidelines and compare and contrast the guidelines already in place within our district and how we can align these two timelines.	2.5
7/11	Curriculum	Compared Eureka's achievement descriptors to district's priority standards.	2
7/12	Curriculum	Analyzed, evaluated, and selected 3rd grade Eureka Squared to use to demonstrate 5 practices.	3
7/14	Curriculum	Analyzed the progression complexity across the topics of each module and across the lessons of each topic.	1.5
7/14	Curriculum	Review and analyze quarterly reporting guidelines and compare and contrast the guidelines already in place within our district and how we can align these two timelines.	1.5
7/15	Curriculum	Completed review and analysis of quarterly reporting guidelines and compare and contrast the guidelines already in place within our district and how we can align these two timelines.	1.5
7/16	Curriculum	Analyzed the progression of complexity across the topics of each module and across the lessons of each topic.	2.5
7/17	Curriculum	Analyzed and evaluated how to assign the digital interactive lessons to students, compared format to DESMOS.	2
7/18	Curriculum	Created power point presentation to use with new teachers; compiled key elements of The 5 Practices--specifically focused on what effective practices can be used regardless of the math curriculum being used.	2
7/19	Curriculum	Researched, evaluated and selected videos to share with PK-1 teachers in preparation of pilot.	2

7/21	Curriculum	Conduct a thorough review of the relevant curriculum materials (Teacher Manuals and Student Books) in order to ensure my comprehensive understanding of the subject matter.	1.0
7/21	Curriculum	Conduct a thorough review of the relevant curriculum materials (Implementation Guides, Scope/Sequence, Standards Alignment) in order to ensure my comprehensive understanding of the subject matter.	2.5
7/22	Curriculum	Conduct a thorough review of the relevant curriculum materials (Assessments, Instructional Protocols) in order to ensure my comprehensive understanding of the subject matter.	2
7/23	Curriculum	Design Canvas courses for classroom teachers, K-6, so everyone has easy access to curricular documents, proficiency scales, and reporting guidelines.	3.5
7/26	Curriculum	Design Canvas 1 course for classroom teachers, K-6, so everyone has easy access to curricular documents, proficiency scales, and reporting guidelines.	2