

# Log of Hours

## **SAMPLE - MUSIC Specialist, K-5**

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 |
|---------------------------------------|-------|
| 5th Grade Scope & Sequence/Unit Plans | 50.0  |
| Kinder Scope & Sequence/Unit Plans    | 32.0  |
| 1st Grade Scope & Sequence/Unit Plans | 18.0  |
|                                       |       |
| Please calculate <b>Total Hours:</b>  | 100   |

**Please expand the table as needed.**

| Date | Goal/Category | Activity (please cite specific examples)   | Hours |
|------|---------------|--|-------|
| 6/9  | 5th Grade     | Reviewed 5th Grade Music Standards on state website; updated my Scope & Sequence Sheet; Reviewed August units from previous school year. | 1.5   |
| 6/10 | 5th Grade     | Continue review of 5th Grade standards and previous curriculum; noted where standards could be more streamlined.                         | 1.0   |
| 6/11 | 5th Grade     | Revised 5th grade Scope & Sequence according to standards and started refining Day 1 lesson plan.  | 2.0   |

|      |                     |  |                |
|------|---------------------|--|----------------|
| 6/15 | 5th Grade           | Revised introductory unit including updates to Lesson Spreadsheet; slides updated with new assessments; created a unit snapshot cover sheet with learning targets and hyperlinked visuals and new assessment activities.   | 2.5            |
| 6/18 | 5th Grade           | Revised Unit 1 in the Lesson Spreadsheet to make Success Criteria more clear and designed assessments.   | 2.0            |
| 6/22 | 5th Grade           | Revised Units 2-3 lesson spreadsheet; created exit ticket assessments for each lesson; revised and created student-facing visuals in google slides.  | 1.5            |
| 6/23 | 5th Grade           | Revised Unit 4 lesson spreadsheet; created digital concept plan for the melodic concept "ti"; researched more material for syncopation and researched interactive notebooks for organizing assessments.  | 2.0            |
| 6/27 | 5th Grade           | Analyzed Quaver Curriculum for interactives, visuals, extra activities.  | 2.5            |
| 6/28 | 5th Grade           | Continue curriculum review of Quaver; rearranged my scope and sequence of rhythm concepts to build understanding more sequentially.<br><br>Developed a long-range lesson planning document.  | 3.0<br><br>1.0 |
| 6/29 | 5th Grade           | Finished Semester 1 Scope and Sequence and plans with rearranged concepts. Mapped out semester 2 with rearranged concept; analyzed game plan curriculum for more specific melodic and rhythmic concepts.   | 2.5            |
| 6/30 | 5th Grade           | Revised Semester 2 lesson plan document; created visuals and student-facing lesson slides for unit 1 in Google Slides.   | 3.0            |
| 7/1  | 5th Grade           | Created visuals and student-facing lesson slides for Unit 2 in Google Slides.  | 1.0            |
| 7/2  | 5th Grade           | Created visuals and student-facing lesson slides for Unit 2 and created printable assessments for Unit 2.  | 2.0            |
| 7/3  | 5th Grade           | Created visuals and student-facing lesson slides for Unit 2 in Google Slides lesson slides; visuals; refined printable assessments for Unit 2.   | 2.0            |
| 7/4  | 5th Grade           | Finished creating lesson slides and assessments for Unit 2.<br>Created Unit 3 lesson slides and assessments; started Unit 4 visuals.   | 3.0            |
| 7/5  | 5th Grade           | Created visuals and student-facing lesson slides for Unit 4 in google Slides and created printable assessments.<br>Created visuals and student-facing lesson slides for Unit 5 in Google Slides and created printable assessments.<br>Began creating visuals and assessments for Unit 6. | 2.5            |
| 7/6  | 5th Grade<br>Kinder | Finished Unit 6 with a lot of expansions/additions/refinements/assessments.<br>Researched extra material for Blues unit; began a curriculum review of the "Kodaly Today" handbook, looking for Kinder Resources.   | 1.0<br>3.0     |
| 7/7  | Kinder              | Reviewed "Kodaly Today in the Kindergarten Classroom" for curriculum and began redesign of Kinder curriculum.  | 2              |

|      |               |   |            |
|------|---------------|---|------------|
| 7/8  | Kinder        | Created Kinder curriculum Unit 1 in the lesson planning document; created visuals and student-facing slides for Kinder Unit 1.<br>Continued review of curriculum book; began creating Unit 2 plans; sketched out year-long unit lengths in lesson planning document.  | 2<br>2     |
| 7/9  | Kinder        | Reviewed Kodaly Today curriculum with note taking: chapters 2-5.  | 3.0        |
| 7/10 | Kinder        | Reviewed Kodaly Today curriculum with note taking: chapters 6-8;<br>Researched demonstration videos of teachers working with children who use this curriculum; observed some example lesson plans online and took notes.  | 2.0        |
| 7/11 | Kinder        | Created Kinder Unit 2 & 3 plans and visuals including student-facing slides as well as designed printable manipulatives.  | 3.0        |
| 7/12 | Kinder        | Researched Kinder workstations and created Unit Booklets for Units 1-4 for students to complete independently in workstations.  | 3.0        |
| 7/13 | Kinder        | Created Unit Design for Units 4 & 5 in the lesson planning document; created visuals for students including slides and printable manipulatives.   | 3.0        |
| 7/13 | 5th<br>Kinder | Reviewed modern repertoire for 5th grade guitar/chord changes unit;<br>Explored potential overlap with Rock Band.   | 1.5<br>2.0 |
| 7/14 | Kinder        | Designed Kinder Units 5 & 6; completed Unit visual design for Unit 4.   | 2.0        |
| 7/15 | Kinder        | Designed Kinder Unit 6 & 7; created unit booklets and visual designs for Kinder Units 5 & 6.  | 3.0        |
| 7/17 | 5th           | Designed 5th Unit 7 combining preparation for syncopation and exploration of the Reggae genre.  | 2.5        |
| 7/18 | 5th           | Designed 5th Unit 7 plan; finished designing new unit on syncopation/Reggae complete with new exit tickets and activities.  | 1.5        |
| 7/19 | 5th           | Designed 5th Unit 8 plans with new assessments, exit tickets, instrument play-alongs, and activities to teach syncopation.  | 2.0        |
| 7/20 | 5th<br>1st    | Finished 5th Unit 8 design.<br><br>Initiated a review of my 1st grade curriculum by indexing a song list learned in Kinder; created a spreadsheet of known songs and new core songs to introduce for 1st grade concepts; refined 1st grade Unit 1 to review more core concepts from Kinder; created 1st grade centers for review unit along with a Unit 1 booklet for independent work. | 1.5<br>2.0 |
| 7/21 | 1st           | Refined 1st grade Unit 2 with more sequential repertoire and activities; created centers activities for a portion of each lesson and created Unit 2 booklet for independent work.   | 2.5        |
| 7/22 | Kinder        | Created and refined unit booklets for Kinder in Google Slides with altered measurements for printing.   | 2.0        |

|      |     |   |      |
|------|-----|---|------|
| 7/23 | 1st | Refined 1st Grade Unit 3 with more sequential song repertoire and activities; created centers activities for a portion of each lesson in Unit 3.  | 2.5  |
| 7/28 | 5th | Designed 5th Grade Unit 9 including slides.   | 2..0 |
| 7/29 | 5th | Finished design of 5th Grade Unit 9; created new exit tickets; finished design on new Kinder Unit booklets.   | 1.5  |
| 7/31 | 1st | Created Unit 3 booklets for 1st grade.  | 1.5  |
| 8/2  | 1st | Designed Unit 4 for 1st Grade; created centers activities for a portion of each lesson in Unit 4.   | 3.0  |
| 8/4  | 1st | Created unit booklet for independent centers work for 1st Grade Unit 4. Sequenced dates of units for the rest of the first grade year to understand timing for program prep in April.   | 2.0  |
|      |     | Curated unit visuals for Units 1 & 2 for Kinder & first grade units; reformatted and rearranged Unit 1 booklet pages as sequential series in the mini-booklet.  | 2.0  |
| 8/5  | 1st | Revised high-level scope and sequence plan to reflect new unit changes complete with learning targets and vocabulary.<br>Worked on a smarter system for unit booklets within Publisher; curated visuals for Units 2 & 3; created Units 5 & 6. | 2.5  |