

### ISU Cooperating Teacher Professional Development Log Sheet

- The time log is required to show the Illinois State Board of Education (ISBE) proof of how hosting a student teacher leads to professional development and growth for the cooperating teacher (CT). This paperwork will be saved on file for ISBE auditing purposes. Cooperating Teachers are responsible for documenting/ tracking all activities resulting in professional growth, entering them on the log sheet and then returning them to the Teacher Education Center. Examples can include, but are not limited to, growth in the areas of discipline, pedagogy, mentoring, planning, differentiation, evaluation, understanding standards and assessment. **Logs can be recorded by week or unit below. One hour of PD will be given for each 15 contact hours logged, maximum of 30 total PD hours. If PD is part of the CT's evaluation/growth plan PD hours can be issued directly by the school district.**

Cooperating Teacher Name \_\_\_\_\_ ISBE- IEIN Number \_\_\_\_\_ School Name \_\_\_\_\_

Student Teacher Name \_\_\_\_\_ Date Ranges of Activities \_\_\_\_\_ to \_\_\_\_\_ \_\_\_\_\_ Elem \_\_\_\_\_ JH \_\_\_\_\_ HS

Date (s)	Total Contact Hours	Activity and how it ties to your Professional Growth
<i>Example:</i> 1-7 to 1-18	60 hours	<i>Example: Mentored the student teacher (ST) on school classroom discipline and assessment best practices. Specifically we worked to develop the student teachers knowledge of the classroom, student's backgrounds and individual learning styles to assist with designing lesson/unit plans for when the ST takes over the classroom. These discussions and mentoring sessions occurred daily.</i>

Prior to the issuing of Professional Development Hours, Illinois State University Cooperating teachers must return all completed time-logs to [teacheredcenter@ilstu.edu](mailto:teacheredcenter@ilstu.edu), along with the completed "Professional Development Activity Form" found at <https://education.illinoisstate.edu/teacher/cooperating/>.


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