SERVS Educator Activity Log

SERVS Educator Name &ID #:_____ (print) Teacher Name & ID#: _____

Date	Time: Please enter begin & end times (i.e. 11:00 am – 2:15 pm)	Activity Type (See coding below)	Comments/Follow Up Plan	Teacher Initials

I certify that the information on this form accurately represents the hours and activities completed.

Signature of SERVS Educator: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Activity Type Code:

1=Phone Call
2= Email
3=Meeting
4= Classroom Observation
5= Link with Resources
6= Demonstrate/model
7= Other activity directly related to classr performance, describe in comments

Guidelines for Completion:

- Each entry should clearly indicate date, time and code for type(s) of activity.
- The narrative entry should include a brief description of the goal of the teacher being addressed, activities conducted and next step planned.
- Only one teacher per activity log.
- Have the teacher initial any face to face meetings. Face to face meetings or in-classroom assistance should be at least 80% of total time.
- The # of hours allowed per teacher depend on the ID # pre-fix (T= 10 hours); unless approved by Supervisor in advance.
- The logs function as documentation of your activity with each teacher. You must also enter your hours on Gulfline for each pay period.
- Originals or faxed copies are due by Sunday evening following the end of each FGCU pay period. Fax to 590-1277
- This form is available on the SERVS website http://coe.fgcu.edu/servs