

LOG GUIDE



COURSES4TEACHERS INC. SELF-DESIGNED COURSES

You've registered, so what's next?

You have one year to complete your coursework from the date you registered. There will be no reminders of your due date, and it is your responsibility to get your coursework evaluated on time.

Work should be completed after school, during non-contract hours, with a maximum of 6 hours worked in a single day.

CREATING YOUR LOG:

You will need to document 15 hours for 1 semester unit, 30 hours to earn 2 semester units, 45 hours for 3 semester units, and 60 hours for 4 semester units.

- Complete your coursework and prepare your log for review.
- You may backdate your log to receive credit for any professional work you've done in the past 12 months, as long as you have not previously received any university or district credit for that particular work. Provide us dates, to the best of your recollection.
- You may not lump dates together in one entry (i.e. no "4/12- 4/19" entries.)
- Each activity requires a separate entry.
- You may log different activities on the same date.
- Include samples/notes of your activities; including curriculum development, reading and/or research that enhances your knowledge, curriculum, skills and/or classroom environment.
- For books: please make sure to provide the title, author, pages read with each entry, and a summary of what you've read.
- If you're researching online, include a link to the website.

PLEASE CREATE YOUR LOG IN THE SAME FORMAT AS THE TEMPLATE BELOW. YOU CAN DOWNLOAD OUR TEMPLATE OR CREATE YOUR OWN.

NAME:			
COURSE NUMBER AND TITLE:			
NUMBER OF UNITS:			
TOTAL HOURS:			
DATE	ACTIVITY TITLE	EXPLANATION & REFLECTION / IF APPLICABLE PROVIDE LINKS OF RESEARCH AND SAMPLES OF WORK	# OF HOURS OR HALF HOUR INCREMENTS

FORMATTING EXAMPLES:

Activity:

Attended (name of conference, workshop webinar, seminar)

Explanation & Reflection:

Linked: A one-paragraph synopsis/reflection of how the conference was useful

Include the names of the workshops/lectures/activities attended

Activity:

Developed a new rubric for math assessment, re: integers

Explanation & Reflection:

Attached: Photo of rubric 1 hour

Activity:

Read _____, pages 1-30

Explanation & Reflection:

Include a 2-3 sentence written synopsis.

Activity:

Continued to read the above book, pages 30-52

Explanation & Reflection:

Include a 2-3 sentence written synopsis.

Activity:

Created a math game on subtraction using technology

Explanation & Reflection:

Linked: Picture of game or sample

Activity:

Researched the life of Van Gogh online

Explanation & Reflection:

List websites/links visited

Include a 2-3 sentence written synopsis about how your research will benefit your curriculum in the classroom.

Activity:

Watched webinar on adding technology to curriculum

Explanation & Reflection:

Link to webinar

Include a 2-3 sentence written synopsis of what you learned from the webinar

Activity:

Revised a math lesson plan on subtraction

Explanation & Reflection:

Link to a copy of lesson plan that you created

KEY SUGGESTIONS FOR YOUR LOG:

- Suggestions of excellent words to begin your log entries: Read, Researched, Developed, Created, Revised, Enhanced, Modified, Toured, Previewed.
- DO NOT begin your log with: Planned, Prepared, Organized, Sorted, Set-up, Classified, Presented, Met with; these phrases are related to prep work and we do not count prep work for this program.
- Your logged activities don't have to relate to each other, but they have to be professional activities that enhance your knowledge, skills and/or classroom curriculum.
- You may log activities from educational events, such as an educational conference, summit, workshop, training, seminar, or webinar; as long as you are not getting paid to attend or receiving credit from anywhere else.
- You may count the time you spend developing curriculum with other teachers outside of contract work hours.
- You may receive credit for participation in educational tours/travel. Just be sure to only log the time at educational tours, guided tours, or self-guided tours. Include a reflection about how the tour benefitted you in your teaching.

ACTIVITIES ACCEPTABLE FOR YOUR LOG:

- Read books to enhance your curriculum
- Read and reviewed mandated educational materials, i.e. syllabus, teacher's guides
- Researched digital tools, such as Google Classroom tools, to enhance your curriculum
- Researched new ideas for lesson plans
- Analyzed teaching effectiveness of a given lesson
- Created online distance teaching curriculum
- Created a classroom website
- Created guidelines for student reflection
- Created interactive notebooks that you'll use each year
- Created lesson plans to enhance your curriculum. This includes lessons for learning technology, smart boards, mini lessons, how to use Google docs, lessons for learning centers for given subjects. Note: Actual physical set-up of learning centers does not count.
- Created power points to use as tools for teaching in the classroom
- Created sample art project for a lesson
- Created worksheets that coordinate with lessons for students
- Developed rubrics and assessment standards
- Developed objectives and strategies for teaching Common Core
- Developed study guides
- Participated in educational guided tours applicable to enhancing your curriculum
- Previewed websites that focus on key subjects for teaching
- Researched the best way to use fidgets for students
- Researched and designed anchor charts, instructional games
- Researched articles in key subjects for students to read or for your own information
- Researched assessment strategies online
- Researched supplemental materials and websites to teach standards
- Revised curriculum to add more technology and active learning activities
- Revised new and existing curriculum to meet Standards and District mandates or Common Core
- Interviewing a master teacher for new ideas

ACTIVITIES NOT ACCEPTABLE FOR YOUR LOG:

- Collaboration during school hours or collaboration done at team meetings that are organized or required by your school or district
- Travel time going to an educational event
- Time with family or friends, even if it is taking a guided tour for knowledge (the tour counts, but do not submit pics of family or friends)
- Any activity that is considered "prep work" such as typing, copying, laminating, printing, sorting, classifying, and organizing
- Time spent with students or with parents of students
- Time spent with other teachers during contact hours
- Attending school-mandated after-school district or union meetings, trainings, or workshops
- Attending any after-school events, i.e., drama performances, field trips with students
- Anything to do with parents (newsletters, meetings, field trips or "Back to School" notices, letters, email correspondences, etc.)
- Preparing for, or conducting, student/parent conferences
- Anything that sounds like shopping, such as online research of supplies or ordering supplies
- Assembling "Back to School" packets
- Attending meetings with the principal or any staff development
- Doing work for your school or school district rather than for enhancing your own teaching program or skills (However, if doing this work for your school also enhances your own teaching skills, it counts)
- Cleaning out, organizing, or labeling files or materials
- Creating and maintaining a blog
- Creating calendars and or schedules
- The physical set-up of bulletin boards (However, designing the bulletin boards DOES count)
- Creating student folders
- Creating labels/putting names on student materials/making name tags
- General planning for the next day or week (however, lesson development DOES count)
- General travel (however, specific educational guided tours DO count if applicable to enhancing classroom curriculum)
- Grant writing or fundraising planning, or efforts in fundraising
- Moving/setting-up a classroom/organizing desk layout/cleaning your classroom
- Organizing books, leveling books, or organizing/setting up the classroom library
- Organizing cabinets/files or filing
- Organizing/planning the classroom set-up/layout for the beginning of the year
- Researching or collecting classroom donations
- Setting up grade books/grading papers/doing report cards
- The actual physical set-up of learning centers (however, designing learning centers DOES count)

MEET WITH A GRADER:

When your coursework and log are complete, we highly recommend you meet (virtually or in-person) with a Grader rather than submitting your coursework directly to our office.

With a Grader, you'll receive on-the-spot advice regarding your coursework or revision of coursework, should you need it.

Click [here](#) for a list of our Graders.

Note: You may select any Grader in any area since grading can also be done virtually.

SUBMITTING YOUR LOG:

If you used a Grader, your Grader will submit your log and final grade directly to us.

If you don't use a Grader and prefer to go directly through our offices, please submit your log with documentation via [email](#).

We accept Word Docs, PDFs, Excel, and JPGs. If submitting via Google Docs or including links to Google Docs, please enable access to anyone with the link.

As always, if you have any questions after reading through this guide, please don't hesitate to reach out to us via [email](#).

