### Education Studies Service-Learning Contact Log

This section to be completed by the student and each day initialed by the cooperating teacher.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID#</th>
<th>Date Submitted</th>
<th>MCCCD Instructor</th>
<th>MCCCD Class</th>
<th>Service Learning Assistant</th>
<th>School Site</th>
<th>Coordinating Teacher</th>
<th>School Address</th>
<th>Phone #</th>
</tr>
</thead>
</table>

**TOTAL HOURS**

<table>
<thead>
<tr>
<th>DATE</th>
<th>ASSISTING W/TEACHER DUTIES</th>
<th>1:1 WORK W/STUDENTS</th>
<th>SMALL/LARGE GROUP INSTRUCTION</th>
<th>OBSERVATION</th>
<th>SPECIAL EVENTS</th>
<th>TEACHER INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hours</td>
<td>Subject(s)</td>
<td>Hours</td>
<td>Subject(s)</td>
<td>Hours</td>
<td>Subject(s)</td>
</tr>
<tr>
<td>Example: 3/3/11</td>
<td>1</td>
<td>math, recess</td>
<td>1</td>
<td>social studies</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**KEY:**
- Assisting w/teacher duties: grading papers, making copies, creating bulletin boards, running errands
- 1:1 work w/students: tutoring, answering student questions, working one on one with individual students
- Small/large group instruction: responsible for student learning groups, teaching a lesson
- Observation: watching and reflecting about instructional strategies and methods
- Special events: field trips, IEP meetings, assemblies, service learning projects, etc.
### Education Studies Student Evaluation

This section to be completed and signed by the cooperating teacher.

Please rate this student accordingly, provide a brief explanation when necessary, and make specific comments about the motivation, interpersonal skills, work ethic, and other skills or attributes you observed in relation to this student.

**This student:**

- Works well with school employees and clients.
- Takes initiative, "jumps right in," as appropriate.
- Is actively engaged in appropriate activities when possible.
- Exhibits a positive and cooperative attitude.
- Attends as expected and is on time.

**Comments**

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Cooperating Teacher's Signature ___________________________ Date __________