

DIRECTIONS

PRINT ALL NAMES, DATES, PROGRAMS, ETC.

Use one (1) sheet per student (or group). Preparation time and/or time spent with faculty must be documented here. Faculty signature is required on first set of LESSON PLANS submitted for each student.

INCOMPLETE OR ILLEGIBLE LESSON PLANS WILL NOT BE SUBMITTED FOR PAYMENT!

SECTION I

Preparation

Total Time:

Summary:

SECTION II

Faculty Meeting

Total Time:

Summary:

Faculty Comment(s)

Faculty's Signature

SECTION III

Student/Tutor/Staff Comments:

SSS HOURS ARE TO BE SUBMITTED TO FAYE LAMAR IN SISSON 119.