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**UNIVERSITY SUPERVISOR STUDENT TEACHING VISIT LOG**

SUPERVISOR’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID #F00\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The entries in this log should match the entries on the Mileage Expense Report. They do not have to be in chronological order. Instead, it is more helpful if they are grouped by student.

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| DATE | STUDENT’S NAME | SCHOOL | MILEAGE | V or I\* |
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**\* Please insert a “V” if your observation was completed in a virtual format. Please insert an “I” if your observation was completed face-to-face or in person at the student teaching candidate’s school. Meetings should no longer by logged on this form. This log should only be used for lesson observations.**

Please submit this form to Cindy Guth in the School of Education at [cynthia.guth@cuw.edu](mailto:cynthia.guth@cuw.edu) to receive an honorarium.

To receive mileage reimbursement, submit the current mileage expense report spreadsheet and attach a Google Maps page which indicates the number of miles traveled. It is not necessary to submit a map or the driving directions; only the mileage as calculated by Google Maps.

Mileage is typically calculated from the university. If you are leaving from your home and it is closer to the destination than CUW, mileage is calculated from your home – the shorter of the two distances. If you travel from home to the site and then to CUW, calculate the mileage based on that 2-legged journey.

These visits are part of my load work, and I do not require honoraria.

Check here if your student teaching visits are a part of your semester load. If not, please leave the box empty.

*Concordia University Wisconsin, 1/17/2021*