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| **Summer** |  | **Fall** |  | **Winter** |  | **20** |  |

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| **Name** |  | **Department/School** |  |

**Semester Activities Record** logoBlackV[1].tif

**I. Classes (other than directed study)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** |  |  |  |  | **3** | **4** | **5** |
| **CLASS TYPE** | **COURSE NUMBER AND NAME** | **TIME** | **DAYS** | **ROOM** | **CR**  **HRS** | **NO**  **ST** | **ST CR**  **HRS** | **TR CR**  **HRS** |
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|  |  |  |  | **Total** |  |  |  |  |

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| --- | --- |
| 1. LECT (lecture), LAB (laboratory), LEC-LAB (integrated lecture and laboratory), PRLS (private lessons). 2. Put “(1st)” after course name if this is the first time you have taught this course. 3. Number of students who registered for the class. 4. ST CR HRS (student credit hours) equals NO ST (number of students) multiplied by CR HRS (credit hours). The total for this column should have a university-wide average of approximately 250. | 1. TR CR HRS (teacher credit hours) equals class credit hours for lecture courses. See department chair/school dean for teacher credit hour policy For laboratories, activity classes, and private lessons. The total for this column should have a university-wide average of approximately 13 |

**II. Other Activities**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  |  |  | | --- | --- | --- | --- | | **Directed Study:** | |  |  | | --- | --- | |  |  |   **NO. OF STUDENTS ST CR HRS.** | | **No. of Advisees** |  | | |  |  | | | **Committees** |  | | | ***(star chairman)*** |  | | |  |  | | | **Sponsorships** |  | | |  |  | | | **Scholarly** |  | | | **Activities** |  | | |  |  | | | **Other University** |  | | | **Related Activities** |  | | | ***(including Civic)\**** |  | | |  |  | | |  |  | | | **Volunteer Service** |  | | | **Church and Civic** |  | | | ***(Optional Report)*** |  | |   **\*A civic activity may be regarded as university related if it is connected to one’s profession, i.e., a music teacher may be asked to serve on a community council promoting the arts.** | Weekly Schedule  (Minimum of 8 office hours required)   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **M** | **T** | **W** | **T** | **F** | | 8 |  |  |  |  |  | | 9 |  |  |  |  |  | | 10 |  |  |  |  |  | | 11 |  | **X** |  | **X** |  | | 12 |  |  |  |  |  | | 1 |  |  |  |  |  | | 2 |  |  |  |  |  | | 3 |  |  |  |  |  | | 4 |  |  |  |  |  | | 5 |  |  |  |  |  | |  |  |  |  |  |  | | |  | | --- | | C = Class | | L = Laboratory | | O = Office | | M = Meeting | |
| |  |  | | --- | --- | | **Reviewed by:** |  | |  | Department Chair/School Dean | | |
| |  |  | | --- | --- | | **Date:** |  | | |