100 hours of continuing practicum between Introductory and Intermediate Course work

This form is to be completed before registration for the Intermediate Lecture and Practicum Course will be confirmed. OGMN will then audit approximately 10% of the documented lessons. If you are selected for an audit you will need to submit copies of your dated annotated lesson plans and the student's corresponding work. (An annotated lesson plan includes your notes from your tutoring session.) Lessons without notes will not be accepted. The below form includes some examples to help you complete the form. If you have any specific questions please email registrar@ogmn.org.

STUDENT NAME	DATE tutoring sessions began	CONTINUING with this student-- Yes/No	SCHEDULED SESSIONS (Days and # of min.)	# of sessions through today _____ (date)	# of additional sessions expect by 6/1/18	TOTAL # sessions add prior 2 columns	TIME (base on hours) 25-35 min.= . 50 40-50 min. = .75 50-60 min.= 1.0	TOTAL HOURS (Total # of sessions x TIME)
EXAMPLES:								
John S.	9/1/17	No	M & W, 50 min.	24	0	24	1	24
Mary G.	11/1/17	Yes	M-F, 25 min.	55 (1/19/18)	90	145	0.5	72.5
Small group of 2	9/15/17	Yes	M - F, 30 min.	55 (1/19/18)	90	145	0.5	72.5
Actual students:								

Once the form is completed, email the completed form to registrar@ogmn.org