

**Department Of Counselor Education
Practicum/Internship
School Counseling
Weekly Time Log**

Student _____

Week of _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							

Direct Service Hours

_____ Individual Counseling
 _____ Group Counseling
 _____ Consulting (with major stakeholders)—e.g., large group guidance presentations

Indirect Service Hours

_____ Coordinating (e.g. data gathering referrals, events, scheduling, meeting, preparing, planning, coordinating)
 _____ Appraisal (e.g., testing, observing, data gathering)
 _____ Professional Development
 _____ Supervision (on-site and university)
 _____ University Seminar

Totals

This Week:
 _____ Total Direct
 _____ Total Indirect
 _____ **Total Hours**

Semester-to-Date

Semester-to-Date
 _____ Total Direct
 _____ Total Indirect
 _____ **Total Hours**