



LOG OF PRACTICUM HOURS & PROJECT NOTES

Department of Multidisciplinary Studies

- Students are responsible for maintaining a Log of Practicum Hours and Project Notes.
Practicum hours are totalled on this form and students are responsible for submitting the completed and signed log(s) due by deadline: no later than 1 week from the last day of the term. Late submissions may compromise your grade.
Practicum Site Supervisor(s) must sign the log(s) where indicated below.
Students with a single practicum site: Are responsible for acquiring the practicum site supervisor's signature.
Students with multiple practicum sites: Are responsible for acquiring signatures from each practicum site supervisor. The Total Practicum Hours line indicates the total practicum hours acquired from all practicum sites. Page two of this form (Site Information Sheet) should be submitted for each practicum site.
All forms are to be submitted electronically to the practicum coordinator.

If you have any additional questions please contact the practicum coordinator, see contact information above.

Form with checkboxes for Practicum I/II, Term & Year, Program/Department (MACS/DMS, CSA/DMS)

Please print or type.

Date submitted to Practicum Coordinator: _____

Student Name: _____

NSU E-mail: _____ Address: _____

Work Phone: _____ Home Phone: _____ Mobile: _____

Practicum Professor: _____

Practicum Site(s): _____

Number of Sites: _____

Total Number of Passive Hours(attendance at presentations, workshops,etc): _____

Total Practicum Hours

For office use only: Received _____

SITE INFORMATION SHEET

(Students with multiple sites must complete a site information sheet for each site)

Site Number (if multiple practicum sites only): _____

Site Name: _____

Site Supervisor: _____ Title: _____

Telephone: _____ Fax: _____ Email: _____

Site Address: _____ Website: _____

Site Supervisor Signature: _____

Date verified and signed by Site Supervisor: _____

Week #: _____ Total Hours for Week: _____

Date (mm/dd/yy)	Responsibilities & Project(s) Performed	Time in Service (minimum 15 minutes/.25 hours)

Notes: *(Include observations, impressions, challenges or concerns experienced while performing responsibilities)*

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