



Practicum Hours Documentation

- Enter hours on a weekly basis. Do not include absences, holidays, school-closures in weekly practicum hours.
- *PRACTICE* is defined as hours at the practicum site in which administrative duties were observed or experienced through discussions/interviews with individuals in the role.
- *DEMONSTRATION* is defined as time when the activities you are engaging in or the responsibilities you take on are the same as what an administrator at the level of your license (supervisor, director, or principal) would do as part of his or her regular duties and responsibilities. To “DEMONSTRATE” the activities or responsibilities require your comprehensive development, implementation, assessment, and follow-up. Two courses (*EDLM 9035, Collegial Supervision in an Era of Accountability* and *EDLM 9045, Dynamics of Planned Change*) are designated as practicum courses. Over the semester of these two courses, candidates must meet the requirement of hours spent “in the role”. This same form will be used to document the hours in the practicum.
- **Activity** This form must accompany the practicum documents. Total hours should be transferred to the PPA, part 1, line 8.

Candidate Name _____ Student ID @ _____

School Name _____ City/Town _____

Course # and Title _____ Semester and Year _____

Date(s)	Activity	Practice Hours	Demo. Hours	Standard/Indicator	SP Initials
TOTAL HOURS					

Candidate Signature _____ Date _____

Supervising Practitioner Signature _____ Date _____

University Supervisor Signature _____ Date _____