FITCHBURG STATE UNIVERSITY

Graduate Program in Counseling

Field Time Log

(Photocopy as needed)

Graduate Student:_____

Field Site: _____

Students are required to document all hours at practicum site(s). **Direct service* defined as ACTUALLY performing and providing direct service, demonstrating competencies and applying learning, **no**t observing or shadowing. For example, direct hours include teaching/leading individual, group, and classroom lessons/activities.*

				Hours in the role of school counselor			
				Direct Service- Counseling Curriculum: Class or group	**Direct Service- Performing "direct service"***	**Related work + Assigned admin. "fair share" duties**	
Week	**Dates (from- to)**	**Total Hours at site**	**Indirect Service Hours (observing, shadowing)**	**Teaching, Co-teaching, Leading, Assisting Facilitating**	**Individual counseling, advising, student meetings. Consult with school teams, parents, agencies**	**Prof. Dev., Prep + planning, teachers' meetings, data gathering, and assessment**	**Supervisor Initials**
Totals							

Signatures: _____ Date: ____ _____Date: ____

Graduate Student Fitchburg State University Professor