

Norfolk State University Urban Education Program Practicum/Internship Hours Log

Semester: **Fall 20** 20 **Spring 20** **Summer 20**

Student's Name: _____ Site Supervisor: _____

Document direct and indirect hours. Direct hours include time spent face-to-face with clients (individual & group) in counseling, psychoeducation, testing, case management, consultation, or other direct services to clients. Indirect hours include counseling-related tasks, research on client issues, documentation, tape review, supervision (individual & group), and other agency duties.

Date of Task	Brief Description of Task	# of Indirect Hours	# of Direct Hours
9.12.2020	Client Assessment-used Myers Briggs		4
9.12.2020	Wrote assessment results on client	2	
9.14.2020	Client sessions-CBT techniques, DBT techniques,		3
9.15.2020	Observing supervisor with client		1
9.16.2020	Reviewing files for Medicaid	6	
9.17.2020	Observed Group AA meeting and discussions afterward with individuals		2
9.17.2020	Research on group dynamics of AA and NA meetings	3	
9.18.2020	Initial session with new client Session with client concerning academic issues		2
9.18.2020	SOAP Notes and appointment calls with clients who missed sessions today	2	1
Total Hours for this Period		11	13
Cumulative Hours		41	53

Total supervision hours for semester: Site 3 Group 1 University/Individual _____

Your site supervisor

Signature: Site Supervisor **Date**

Student Real Signature

Signature: Student **Date**