

BHSS Practicum Hours Tracker

College or University programs ought to require a digital hours tracker using Microsoft Word Tables, Excel, a Google Form, or other software easily available to faculty, site supervisors, and students.

The tracker should include a division between direct service hours, indirect service hours, and supervision hours. Students may create drop down menus for easy record keeping.

Likewise, categories that match the practicum site activities may be included such as patient engagement, individual counseling, group counseling, case management, referral, supervision, etc.

Time may be recorded by the minute or quarter hour.

Students ought to share their hours tracker with the site supervisor at each supervision encounter.

A tracker is not a required document, rather, helps faculty, site supervisors, and students understand the distribution of hours and focus on the practicum experience.

Excel Example

Activity Tracking Log			
Date	Type	# Hours	Notes/Summary/With Who (As Applicable)
	Work: Direct Client		
	Work: Direct Client		
	Work: Direct Client		
	Work: Direct Client		
	1:1 Supervision		
	Work: Direct Client		