PRACTICUM LOG INSTRUCTIONS

Purpose of Log: The journal documents the student’s daily activities, experiences and reflections for supervision, personal and professional growth. This is a CACREP requirement and must be completed in full and signed by the University group supervisor before successful completion of practicum is considered.

Materials Needed: Pocket folder, log sheets, cover page and final summary.

Log Format: The practicum student should complete all the items on the log sheet. Use white paper and black ink only.

* The log should be numbered in consecutive order, including the date of each entry.

* More than one log form may be used per day, however, only one log entry per day. Do not put multiple days on one form.

* Include statements of the goals or objectives you plan to work on in practicum.

* This is not intended to be a case note. Only practicum supervision and direct contact activities are to be logged. See sample log for details.

* The body of the log should describe what activities or responsibilities were completed that day.

* Describe individual supervision sessions with the university group and individual supervisors.

* The log should state beginning and ending times for the day, the number of hours completed, and a day-to-day running total of hours.

* Each entry must be signed (full signature) and dated by the practicum on-site supervisor. Original signatures are required.

* Logs will be reviewed a minimum of three times throughout the semester. All students are expected to maintain current, signed logs.

* When applicable, the student will note in their log what they are trying to achieve during the counseling sessions.

* The last entry should be A SUMMARY of the total practicum experience and self-evaluation. This should not be written on a log form.

* All entries of the typed log, along with a typed cover page, should be placed in a pocket folder. Do not label the folder.

* The entire log must be turned in to the practicum student’s group supervisor at the last class, and will become the property of Duquesne University.

* Questions regarding the practicum log should be directed to the University group supervisor or clinical facilitator.