

Practicum Hours Documentation

- Enter hours on a weekly basis. Do not include absences, holidays, school-closures in weekly practicum hours.
- *Hours in Practicum* is defined as the number of hours at the practicum site under the direct supervision of the Supervising Practitioner.
- *“Hours in the Role”* 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 be “in the role” 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.
- 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 _____

Week	Activities	Hours in Practicum	Hours in the Role	SP Initials
TOTAL HOURS				

Candidate Signature _____ Date _____

Supervising Practitioner Signature _____ Date _____

University Supervisor Signature _____ Date _____