Practicum Log Correction Checklist

- Please check to make sure all required information is filled out thoroughly. Student Name? Site Name? Track? Quarter? Quarter/Log Dates? Weekly Dates? Supervisor Name?

- Only clean and accurate logs are accepted by Pacifica and the State Licensing Boards. Please check that the logs you are submitting do NOT contain white out, re-writes, and/or other corrections.

- Be sure to double check the math/addition on the columns and rows of your log.

- Has your supervisor signed under each column of your log, including the “Total Hours” column?

- Each column must be totaled across (horizontally) and down (vertically). Note: the gray conjoint incentives line should only be totaled across/horizontally; it should not be included in any vertical totals (see below for details). Also, see the Sample Log available on the Practicum Forms website under “Logs” for an example.

- If you are recording hours in the Conjoint Couples and Families Incentives line, please double check that they have been recorded correctly. This line should only be totaled horizontally, these numbers should not be added into any vertical totals (once the line is totaled horizontally, you act as if it does not exist). Additionally, all hours recorded in this row should also be recorded in the Couples, Families, and Children row (therefore, the conjoint row should never total more than the Couples/families/children row). Do not double the hours yourself, they are being doubled already by being recorded in two separate rows. See the “Definition of Log Terms” document on the Practicum Forms website under “Logs” for further details and examples.

- You must have supervision each week—either one hour of individual OR two hours of group supervision is required (per week) in order to accrue hours. No hours (except workshops and trainings) can be counted in weeks where minimum supervision requirements are not met.

- There is a maximum of 5 hours of supervision (individual and group combined) per week, and a maximum of 40 total hours allowed per week. Please check your log to ensure that you have not exceeded either of these maximums.

- Only whole hours of supervision can be counted, no fractions! Note: fractions are allowed in all categories except for supervision.

- Group supervision must be recorded in two (2) hour increments (i.e. only a 2 or a 4 can be entered in this row).
Finally, please keep all original logs for your records and **submit only copies** to the practicum office.