

Externship Time Log
Fall 2009

Student Name:

Organization:

Supervisor:

You are required to work a minimum of 180 hours over the course of the semester in order to receive credit for your externship. Please keep an accurate log of the hours worked each week. This obviously does not include travel time or lunch. 180 hours over the course of a 15-week semester is approximately 12 hours each week. I anticipate that most of you will work 2 full days a week at your placement (recommended time). Please give a very brief description of the types of activities you engaged in each week (i.e. court, research, drafting). Do not include any case or client names. A complete copy of your time log for the semester, signed by you and your supervisor, must be submitted to Laurie Barron, Director of the Feinstein Institute, at the end of the semester.

Example

<u>Week X:</u>	M	T	W	Th	F		<u>Weekly Total:</u>
<u>Hours:</u>	8	8					16
<u>Activities:</u>	Court Observation; Client Interviews						

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August:

Week 1 (08/24/09): **M** **T** **W** **Th** **F** **Weekly Total:**

Hours:

Activities:

Week 2 (08/31/09): **M** **T** **W** **Th** **F** **Weekly Total:**

Hours:

Activities:

Total for Month:

September:

Week 3 (09/07/09): M T W Th F Weekly Total:

Hours:

Activities:

Week 4 (09/14/09): M T W Th F Weekly Total:

Hours:

Activities:

Week 5 (09/21/09): M T W Th F Weekly Total:

Hours:

Activities:

Week 6 (09/28/09): M T W Th F Weekly Total:

Hours:

Activities:

Total for Month:

Total to Date:

October:

Week 7 (10/05/09): M T W Th F Weekly Total:

Hours:

Activities:

Week 8 (10/12/09): M T W Th F Weekly Total:

Hours:

Activities:

Week 9 (10/19/09): M T W Th F **Weekly Total:**

Hours:

Activities:

Week 10 (10/26/09): M T W Th F **Weekly Total:**

Hours:

Activities:

Total for Month:

Total to Date:

November:

Week 11 (11/02/09): M T W Th F **Weekly Total:**

Hours:

Activities:

Week 12 (11/09/09): M T W Th F **Weekly Total:**

Hours:

Activities:

Week 13 (11/16/09): M T W Th F **Weekly Total:**

Hours:

Activities:

Week 14 (11/23/09): M T W Th F **Weekly Total:**

Hours:

Activities:

Week 15 (11/30/09): M T W Th F Weekly Total:

Hours:

Activities:

Total for Month:

Total to Date:

Supervisor Signature

Date

Student Signature

Date

