

NAME: _____

WEEK OF: _____

SCHOOL COUNSELING INTERNSHIP
Weekly Time Log

CATEGORIES	LARGE GROUP GUIDANCE *	INDIVIDUAL OR SMALL GROUP GUIDANCE *	CONSULTATION *	SMALL GROUP COUNSELING *	INDIVIDUAL COUNSELING *	COORDINATION	SUPERVISION (PLEASE CODE: I=IND.ON SITE G=GROUP F=IND. FACULTY)	OTHER	TOTAL
EXAMPLES OF ACTIVITIES	Classroom activities, orientations, presentations	Individual assessment, individual advisement, placement, vocational/occupational exploration	staff/community development, committees/advisory boards, parent training, supervision	support groups, skill training groups	personal counseling, crisis counseling, referral	research, program management/operation, standardized testing program/data, needs assessment, evaluation, etc		counselor meetings, staff meetings, professional development, bus duty, lunch duty, hall duty, substitute teaching, figuring GPA's etc	
MON									
TUE									
WED									
THU									
FRI									

TOTAL									
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SUPERVISION: ____Hours of Group Super + ____Hours of Ind. Supervision on Site + ____Hours of Ind. Supervision with Faculty Supervisor = _____ Total Super. Hrs.