

INSTRUCTIONS FOR HOURS FORMS 1,2, and 3

It is very important that you read each of the following instructions and complete them carefully.

FORM 1

- 1) Record the amount of time you spend with each of these client groups each week. (The term “client” refers to any person receiving services including students, parents, teachers, or patients.) Client contact is defined as individual, group, couples, and family counseling; intakes; clinical assessment; and conducting psychoeducational trainings. The student may want to record separately the specifics of the client counseling experiences (e.g., focus of session, size of group.)
- 2) Please record and round *all* hours to the nearest quarter hour. Please do not record time in minutes only. Round off to the nearest quarter hour, (e.g. .25, .5, .75).
- 3) Be sure to add each column and indicate the amount in the total hours column.
- 4) All forms must be *signed and dated* by the student and site supervisor. Any form that is not signed will not be accepted.
- 4) Please make a copy for your records and give the original to our counseling office.

FORM 2

- 1) Record the amount of hours you spend in supervision and training/in-service. Indicate the date and whether the activity took place with an individual, group, telephone, or on-line format. The student may want to record separately with whom the supervision and training/in-service took place and what topic(s) were covered.
- 2) Round off hours to the nearest quarter hour.
- 3) Supervision is time spent with professional(s) responsible for student internship experience.
- 4) Case conference class time is counted as group supervision.

FORM 3

- 1) Record all other activities on this form, the amount of time and the date of the activity. This would include workshops, presentations that you either attended or participated in, or presentation time. Please round your time to the nearest quarter hour.
- 2) Examples of “other activities” would include: preparing case presentation reports and transcripts, reading, observation, meetings, outreach, and orientation to the site.