**FAQ- Hours Log**

**What is an Hours Log?**

An hours log is a tool used to document a student’s weekly activities directly connected with developing competency in the identified Learning Activities in the AMFE tool. The hours log is the place to document the amount of time required to complete those tasks associated with moving from unskilled to competent practice.

**Who completes the Hours Log?**

The Hours logs are completed and signed by the student then routed for signatures in order from field instructor to then faculty liaison. If student also has a task supervisor, this person may review and sign as well.

**When do I complete the Hours Log?**

Each log covers four weeks of documentation of time. A student is to submit an Hours log to their field instructor every four weeks for a field instructor’s signature.

**Does the Hours Log require signatures?**

Yes. Each student’s field instructor, the student, and the faculty liaison will need to place their signature on each set of hours logs.

**When are signatures required?**

Each agency may work differently. However, each student should sign their hours logs every four weeks. Field instructors and liaisons will sign after they review and approve the log.

The university requires hours log at specific dates/time frames as documented on the field calendar. However, all students must submit every four (4) weeks. (*See field calendar for when hours logs are due to the university*)

**What goes into the Hours Log?**

* The exact amount of time at your field placement: Including time in field (called time at site) and supervision hours each week.
* If students use Holiday (specific national holiday when field agency is closed) or sick hours, these must be documented on the hours log on the date in which they are used and indicated as “time at site.” Students then use the accompanying narrative log to specify that time was used due to the holiday or student illness.