

## Tania's Tips for Practicum Logs

- 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?
- Indicate name and address of work setting.
- Only clean and accurate logs are accepted by Pacifica and the State Licensing Boards. Please check that your logs do NOT contain white out, re-writes, and/or other corrections.
- Use formula  $A + B = C$ . Do not add subcategories into totals.
- Line B should be equal to or greater than  $B1 + B2$
- Be sure to double check the math/addition on the columns and rows of your log—don't assume that type-in forms auto-add correctly.
- 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). When totaling columns vertically, do not include subcategories in the totals. See the Sample Log available on the Practicum Forms website under “Logs” for an example.
- You must have supervision each week that you see clients— either one hour of individual/triadic OR two hours of group supervision is required (per week) in order to accrue direct service hours. No hours (except workshops and trainings) can be counted in weeks where minimum supervision requirements are not met.
- There is a maximum of 6 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.
- Group supervision must be recorded in two (2) hour increments (i.e. only a 2, 4, or 6 can be entered in this row).
- Finally, please keep all original logs for your records and **submit only copies** to the practicum office. Students intending to be licensed in California do NOT need to keep BBS logs, only Pacifica logs. Students intending to license in other states should keep duplicate logs in their state's preferred log format.