

Practicum Calendar and Schedule

Student Name : _____

Host Agency/Organization: _____

Total # of Hours Required: 90

The following monthly calendar pages should display the entire schedule of days and hours the student intends to work, as agreed upon with the Field Mentor.

1. For every day on which the required hours in the field will be fulfilled, please write in the range of hours (e.g. 10:00 a.m. - 2:00 p.m.)
2. In addition to scheduled work periods, *indicate the days/times of your regular supervision with Field Mentor, due dates for mid-term and final evaluations, and any site-based trainings, non-routine events, and pre-approved time off or work-from-home periods.*
3. At the bottom right of each calendar, you should tabulate the total hours that **will be** accumulated up to that point.
4. The final calendar page should indicate, at a minimum, the total number of hours required for the internship (90).

This contracted schedule will be treated as a professional work schedule. Just as for a position of employment, the student is expected to negotiate any schedule variations with the Field Mentor. Day-to-day variations may be worked out by the student and Field Mentor.

Please provide electronic signatures via copy and paste of a .jpg or with a different font than the rest of the document.

SIGNED BY STUDENT: _____

SIGNED BY SUPERVISOR/MENTOR: _____

Calendar Month by Month

FIRST MONTH						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Total Hours this Month:_____

SECOND MONTH:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Total Hours this Month:_____

TOTAL HOURS ACCUMULATED TO DATE:_____

THIRD MONTH:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Total Hours this Month:_____

TOTAL HOURS ACCUMULATED TO DATE:_____

FOURTH MONTH:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Total Hours this Month:_____

TOTAL HOURS ACCUMULATED TO DATE:_____