**IMPORTANT: COPY THIS DOC AND CREATE YOUR OWN FILE (either cut and paste into a new file or "make a copy" which is under file above)**

**Enter your name here:**
**Enter the grade you hope to achieve:**
**Enter how many total hours and weekly average hours you'll need to achieve that grade:**

## LABOR LOG

**How to log your hours:**

Please add up each week so that you provide a weekly total and include an end of the week reflection. (see sample in contract)

Add lines as you need them. (right click and insert row)

**Enter to the closest 15 minutes.**

- 15 minutes=.25
- 30 minutes =.5
- 45 minutes=.75

See the contract for a sample labor log and ideas about what to put in the reflection section.

**What to include:** Only include work you complete OUTSIDE of class in your totals. Each student gets 30 minutes / week for self care but you do need to log specifically what you did and reflect on it to get credit.

Each week, include your time spent in class (line labeled class time) with a reflection. I will give you reflection questions as exit tickets each Thursday.

Add a row for each entry. Use this guide if you need help adding rows.

| **Week** | **Date** | **Assignment/ Activity--be specific by naming the reading (either the author or the title of the article) and the writing work (for example, I worked on my glossary entry)** | **Reflection--describe your process. Here are some questions to consider: what did you learn that was new? What did you learn that connects with something you learned somewhere else? What made you feel uncomfortable? What other emotions are you feeling when you read/write? What is troubling you/exciting you about this class?** | **Hours Enter to the closest 15 minutes. 15 min=.25 30 minutes =.5** |
|---|---|---|---|---|
| **Sample entry** | 9/3 | Worked on my introductory video using WeVideo. | I decided to do a video so that I could add music and images. I had to record my narrative several times to get it right and each time I re-recorded it, I made some minor changes. This made me realize that reading things aloud can help me revise. Between re-recording and selecting images, this whole process took me longer than I expected but I am pleased with the result and I'm excited to share it with the class. | 2.25 |
| **Week 1: 1/18-1/23** | | | | |
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| **Class time** | | | | |

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| **Week's reflection** | | | | Total hours this week: |
| **Week 2: 1/24-1/30** | | | | |
| | | | | |
| **Class time** | | | | |
| **Week's reflection** | | | | Total hours this week: |
| **Week 3: 1/31-2/6** | | | | |
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| **Class time** | | | | |
| **Week's reflection** | | | | Total hours this week: |
| **Week 4: 2/7-2/13** | | | | |
| **Week's reflection** | | | | Total hours this week: |

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| **Class time** | | | | |
| **Week 5: 2/14-2/20** | | | | |
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| **Class time** | | | | |
| **Week's reflection** | | | | Total hours this week: |
| **Week 6: 2/21-2/27** | | | | |
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| **Class time** | | | | |
| **Week's reflection** | | | | Total hours this week: |

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| **Week 7: 2/28-3/6** | | | | |
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| **Class time** | | | | |
| **Week's reflection** | | | | Total hours this week: |
| **Spring Break (optional for you to work during this week)** | | | | |
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| **Week 8: 3/14-3/20** | | | | |
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| **Class time** | | | | |

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| **Week's reflection** | | | | Total hours this week: |
| **Week 9: 3/21-3/27** | | | | |
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| **Class time** | | | | |
| **Week's reflection** | | | | Total hours this week: |
| **Week 10: 3/28-4/3** | | | | |
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| **Class time** | | | | |
| **Week's reflection** | | | | Total hours this week: |
| **Week 11: 4/4-4/10** | | | | |
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| **Class** | | | | |

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|---|---|---|---|---|
| **time** | | | | |
| **Week's reflection** | | | | Total hours this week: |
| **Week 12 4/11-4/17** | | | | |
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| **Class time** | | | | |
| **Week's reflection** | | | | Total hours this week: |
| **Week 13 4/18-4/24** | | | | |
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| **Class time** | | | | |
| **Week's reflection** | | | | Total hours this week: |
| **Week 14** | | | | |

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| **4/25-5/1** | | | | |
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| **Class time** | | | | |
| **Week's reflection** | | | | Total hours this week: |
| **Week 15 5/2-5/8** | | | | |
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| **Class time** | | | | |
| **Week's reflection** | | | | Total hours this week: |
| | | | | Total hours: |
| | | | | Total hours divided by 15: |