

## Appendix K: LiveText Verification of Hours Procedure

	LiveText Time Log	Summary and Verification of Hours Spreadsheet														
Location:	On the right side of your Placement page under the Field Experience Tab	The spreadsheet is available in your Blackboard class, as an assignment on the Dashboard in LiveText, and on our LiveText Webpage. At the Midterm and Final the spreadsheet will need to be uploaded to the Attachments workspace at the bottom of the Placement page under the Field Experience tab														
How to Log Hours:	At the end of each Quarter students should make 1 entry for all hours earned during that quarter for each category of hours. (each quarter is color-coded on the spreadsheet)	Weekly														
Categories of Hours:	<ul style="list-style-type: none"> <li>• Direct Hours (Direct Client Contact with a client)</li> <li>• Faculty Supervision (Group supervision in the classroom setting)</li> <li>• Individual Supervision (Approved site supervisor – can be triadic)</li> <li>• Site Group Supervision (Group supervision at your clinical setting – counts as related activities)</li> <li>• Indirect Hours (Related activities associated with your clinical duties)</li> </ul>															
The Hours Format:	<p>All hours for both the Time Log and the Verification of Hours Spreadsheet must be logged in an hours and minutes format. Every entry must have a number in both the hours and minutes places with a colon in between. For example:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>Hours of Supervision</u></th> <th style="text-align: center;"><u>How to Enter into Spreadsheet</u></th> </tr> </thead> <tbody> <tr> <td>Two hours and fifty-eight minutes</td> <td style="text-align: center;">2:58</td> </tr> <tr> <td>Twenty-one minutes</td> <td style="text-align: center;">0:21</td> </tr> <tr> <td>Half an hour</td> <td style="text-align: center;">0:30</td> </tr> <tr> <td>Four hours and forty-five minutes</td> <td style="text-align: center;">4:45</td> </tr> <tr> <td>One hour and fifteen minutes</td> <td style="text-align: center;">1:15</td> </tr> <tr> <td>Three hours</td> <td style="text-align: center;">3:00</td> </tr> </tbody> </table>		<u>Hours of Supervision</u>	<u>How to Enter into Spreadsheet</u>	Two hours and fifty-eight minutes	2:58	Twenty-one minutes	0:21	Half an hour	0:30	Four hours and forty-five minutes	4:45	One hour and fifteen minutes	1:15	Three hours	3:00
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Approval	The supervisor must check off and approve each entry in LiveText.	The supervisor will approve the uploaded spreadsheet at the Mid Term and Final through the corresponding assessments.														
Other Information:	<p>Activity and Time: Select one of the following: Only use the below descriptors:</p> <ul style="list-style-type: none"> <li>• First Q (Hours accumulated during the first quarter)</li> <li>• Midterm (Hours accumulated during the second quarter)</li> <li>• Third Q (Hours accumulated during the third quarter)</li> <li>• Final (Hours accumulated during the fourth quarter)</li> </ul> <p>If a student has 2 sites hours for each site should be logged separately in the corresponding placement.</p>	<p>The Summary and Verification of Hours Spreadsheet has <b>3</b> tabs which must <b>ALL</b> be completed by the end of the semester.</p> <ul style="list-style-type: none"> <li>• Time Log – Hours entered weekly according to the above directions. If a student has 2 sites this tab should only show the hours logged for the site they are completing it for.</li> <li>• Verification of Hours – Log the Total Hours accumulated at ALL sites and for All semesters.</li> <li>• Sites – Document information for All Sites and All semesters.</li> </ul>														