

Seminar Class Hours

**A class that is 1 hour 15 min should be written as 1.25 hours. For each 15 minutes you are late or leave early, it is a .25 reduction.*

Month:

Date	Time In	Time Out	Daily Total

Seminar Monthly Total: _____

Additional Field Hours

**Additional field hours received outside of your internship or seminar class should be confirmed with your instructor*

Month:

Date	Event Name	Hours Received

Additional Hours Monthly Total: _____

Monthly Hours Grand Total: _____

Total Semester Hours: _____