

STUDENT PRACTICUM REQUIREMENTS TRACKING FORM

Student Name: _____

Student Practicum Instructor: _____

Dear Student: This form will help you keep track of practicum hours for this term. Use it in conjunction with your BBS Weekly Logs.

1. Under the second column, record weekly direct client contact hours.
2. In the third and fourth column fill in your supervision hours (individual & group) from your weekly logs. (Use decimals for partial hours).
3. In the fifth column, calculate *supervision units* for each week (1 supervision unit = 1 hour individual or 2 hours group).
4. In column six, number consecutively the weeks in which you received supervision (1, 2, 3, 4, etc).
5. **In column seven, each week that you received direct observation write in the date that the direct observation occurred.**
6. Going across the "Totals for Course" row, record totals of client contact and supervision at the bottom of each column.
7. If you receive an IP, bring this form and your weekly log to your CTC when you have made up missing requirements.
8. Submit this form to your instructor but keep a copy for your reference.
9. If you are in your second or third practicum term, include previous practicum and break hours in the "Totals Carried Forward" row, to ascertain your cumulative hours.

Summer 2008 (Practicum course: ____ 2nd; ____ 3rd)

Column:	1	2	3	4	5	6	7
	Week of	Client Contact Hours	Individual Supervision Hours	Group Supervision Hours	Supervision Units (#)	Weeks of Supervision (1, 2, 3,)	Direct Observation (Date Occurred)
	May 5, 2008						
	May 12, 2008						
	May 19, 2008						
	May 26, 2008						
	June 2, 2008						
	June 9, 2008						
	June 16, 2008						
	Totals for Course						
	<i>Totals Carried Forward (hours earned during breaks and previous terms)</i>						
	GRAND TOTALS						

(Student's Signature)

(Date)

(Supervisor's Signature)*

(Date)

(Practicum Instructor's Signature)

(Date)

***Supervisor is verifying only client contact hours, weeks of supervision and direct observation for the current term, i.e., May 5-June 20, 2008.**

**STUDENTS WHO ARE IN THEIR THIRD TERM OF PRACTICUM
MUST COMPLETE THIS PAGE.**

Pepperdine University
MFT Clinical Training Program

This section must be completed by third term practicum students only:

(A) TOTAL Direct Client Contact Hours accumulated over 6 Semester units of practicum Note: You must have a minimum of 150 hours of direct client contact to graduate. (Do not include telephone client contact hours.)	(B) Total Supervision Units Accumulated over 6 Semester units of practicum Note: 1 supervision unit = 1 hour individual or 2 hours group)	(C) Did you meet the 5:1 ratio for the minimum required 150 direct client contact hours? Note: To determine your ratios divide your total direct client hours by 5. Your total supervision units (in section B) should meet or exceed this number. (i.e., if your total client contact hours = 250, you will divide this by 5 and 50 units of supervision will be required for all 250 to be counted toward licensure). If you do not have enough supervision units to meet the 5:1 client contact to supervision ratio, you will not be able to count excess client contact hours for licensure.
Total Direct Client Contact Hours_____	Total Supervision Units_____	Yes_____ No_____

Student Name_____

Student Signature_____

You should also attend the Intern Registration meeting (See Practicum Prep Website on http://gsep.pepperdine.edu/academics/psychology/mftpracticum/info_mtg_flier.pdf)