

SUPERVISION AND TIME LOG

Directions: *The student shall complete a draft of this form prior to each supervision meeting. The form will be revised based on the meeting discussion and signed by the student and site supervisor (electronic or paper), then submitted to the Faculty Course Coordinator according to the semester schedule in Canvas.*

STUDENT NAME: _____

What time period does this form cover? _____ to _____

Discussion Topics:

Describe the last two weeks. Reflect on tasks, accomplishments, observations, professional development and self-awareness. What do you think went well?

What challenges have you addressed or what concerns/needs do you have at this point? (Challenges, concerns, and needs are normal and anticipated for every day work life. Please provide a reflective response to this question, do not answer “none” or “not applicable”).

Identify the activities and tasks you will accomplish in the next 2 weeks:

- 1)
- 2)
- 3)
- 4)
- 5)

Students must log all internship hours in Track It Forward within 48 hours of completing that time. Students must export their Track it Forward logs, share them with their site supervisors during each supervision meeting, and submit them in Canvas with this form.

How many hours completed in the past two weeks have you entered into Track it Forward: _____
Cumulative Internship Hours Recorded in Track it Forward to date: _____

This document needs to be signed upon completion prior to submission. The original document must be completed in full and signed by all parties before a passing grade can be assigned to the student. All Signatures on the lines below indicate that the Student Work Log has been reviewed, is accurate, and the number of contact hours are accurately represented and recorded in Track it Forward.

Site Supervisor Signature

Date

MPH Student Signature

Date