

Research Practicum hour log tutorial

Start of year: add your name and your mentor's name

The spreadsheet will automatically total your hours each day and week

Name:		Mentor:					Research Practicum Hours		
Date	Time	Research & Preparation Design	Data Collection & Management	Analysis & Interpretation	Dissemination & Scholarship	Professional Development	Weekly Hours	Total Hours	Research Activities
3/23/2026	8am-4pm	3	5				8		Activity 1, Activity 2
3/24/2026	8am-4pm	4					8		Activity 3, Activity 4
3/25/2026	1pm-5pm	4					4		Activity 5
		8	3	5	4	0	20	28	
3/30/2026	8am-4pm		4	4			8		Activity 6, Activity 7
		0	4	4	0	0	8	28	
Total Yearly Hours:		8	7	9	4	0	28	28	

Each day, add the date and times

Enter how many hours of each category you worked and it will be totaled

List your activities

The running total is always visible so you can easily keep track of your progress

Scroll down

Bottom of page

The bottom of the spreadsheet has the totals of each of the five categories, check this regularly!