

College of Education and Human Services  
Department of Counseling & Educational Leadership  
Educational Leadership Program

### REPORT OF TIME DISTRIBUTION

An exact report of the number of hours the student spent in his or her practicum experience is required for the student's record as well as for the supervisor's record. The report should reflect a minimum of 120 hours of associated experience for the student.

Please return this report at the close of the practicum to the Educational Leadership office at the above address.

**Name of Practicum Student** \_\_\_\_\_

**School or Office** \_\_\_\_\_

**Number of Hours Spent by the Practicum Student in:**

Educational Program Development \_\_\_\_\_

Personnel Development \_\_\_\_\_

School/Community Relations \_\_\_\_\_

School Management \_\_\_\_\_

Other (specify) \_\_\_\_\_

**TOTAL HOURS** \_\_\_\_\_

**FROM** \_\_\_\_\_ **TO** \_\_\_\_\_

\_\_\_\_\_  
**Typed or Printed Name of Field Supervisor**

\_\_\_\_\_  
**Signature of Field Supervisor**

\_\_\_\_\_  
**Social Security Number of Supervisor**

\_\_\_\_\_  
**Date Signed**

DISTRIBUTION:  
Original: Educational Leadership File  
Yellow: Site Supervisor  
Pink: Student