



# Practicum Hours Record and Weekly Activity Report

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In the long run, attention to practicum hours details will save you weeks of stressful labor. The [Association of Psychology Postdoctoral and Internship Centers](#) (APPIC) has adopted a standardized application form. A part of the application form contains definitions of practicum hours, which apply to the [Practicum Hours Data spreadsheet](#). Another part of the APPI form requires very detailed information about practicum experience.

[Gina Owens](#), who is on the program faculty at UT Knoxville and who graduated from our counseling psychology program, has developed a practicum hours spreadsheet for recording and for reporting on practicum hours. The practicum hours record form has two separate Excel spread sheets. The first file contains the practicum hours spread sheet for two semesters worth of practicum hours. (We believe that with some modest practice, you will be able to work with the column headers to reflect the "semester and the week".) The second file contains a [weekly narrative spread sheet](#). Most of the headers are those which we have found to be useful in completing the APPIC application forms. We suggest that you use this weekly narrative spreadsheet on a weekly basis.

In an effort to clarify some of the categories on this form, we have the following rubrics for coding: "Extended Intake" (1a); "All Psychological Assessment" (3a); "Phone Intake" (3c); "Therapist debriefing after observation" (3c); "Observing and providing feedback to therapist" (4c); "Observing a session only" or "Videotape watching only" (Miscellaneous). Usually "direct experience can be reported in Sections 1, 2 and 3.

We suggest you use the "Save file as" and put the **cnpsweekly.xls** on your desktop. From this safe vantage point you can make copies of this important record.

Briefly, the spread sheet is set up for 21 columns as follows:

- \* the first column of the spread sheet follows the categories on the APPIC form. The category headers are bold and follow the outline of the APPIC form;
- \* the second column is entered by the student at the beginning of the semester

and is the "previous cumulative total site hours". Usually, this column will contain the value "0". However, when a student is continuing at the site for a second semester, this column will contain the total site hours from the previous semester;

\* the third column is the total practicum hours for the semester.

\* the fourth column is the total practicum hours for the site. As you enter the data for each week, the spreadsheet formula sums the hours in columns three and four. Et voila!

\* the fifth through 21st columns are the data entry fields.

With practice, you will learn how to place the cursor on the correct cell and click on "Windows\Split" to freeze the spreadsheet headers.

To print the first four columns, follow this sequence:

1. highlight cell A1
2. hold down the Shift key and the Right Arrow key
3. scrool over to cell D1
4. pull the cursor down to highlight the form
5. select Print
6. answer the Print What question with Selection
7. print the Practicum Hours Spreadsheet

Journal article on the practicum hours data sheet:

Owens, G. and Stilwell, W. (2002). Recording Practicum Hours: Help for Psychology Graduate Students Seeking Internships. the **Behavior Therapist**, **25**, 198-199.

Content by [Dr. William E. Stilwell, III](#)

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