

Weekly Record Form EXAMPLE

Form C-2-Internship

WEEKLY RECORD OF CLIENT CONTACT HOURS

Directions: Record the amount of minutes you spend with each of these client groups each week. You may want to record separately the specifics of the client counseling experiences (e.g.: age, focus of session, size of group). Duplicate form as needed.

Week	Date	Individual	Couples	Family	Group
WEEK #					
WEEK #					
WEEK #					
WEEK #					
WEEK #					
WEEK #					
WEEK #					
WEEK #					
WEEK #					
WEEK #					
WEEK #					
WEEK #					
WEEK #					
WEEK #					
Total Hours					

Student Signature _____ Date _____

Site Supervisor Signature _____ Date _____

Total Client Contact Hours: _____ *(time rounded to the nearest half hour)*