



## Work-Based Learning Time Tracker

### Practicum Courses

Student Attendance Accounting Handbook: “Practicum and other work-based learning courses may use on campus labs and paid or unpaid work experiences for students in order to earn course credit. A combination of classroom instruction and work-based learning instruction must average 10 hours per week for a two-credit practicum course and 15 hours per week for a three-credit practicum course. In a practicum instructional arrangement, related classroom instruction must average one class period per week during the school year.”

Student Name: \_\_\_\_\_

Training Site: \_\_\_\_\_

Training Supervisor Name: \_\_\_\_\_

#### Week #1

Beginning Date	
End Date	
Classroom Instruction Hours	
Training Site Hours	

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Training Sponsor Signature \_\_\_\_\_ Date: \_\_\_\_\_

#### Week #2

Beginning Date	
End Date	
Classroom Instruction Hours	
Training Site Hours	

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Training Sponsor Signature \_\_\_\_\_ Date: \_\_\_\_\_

#### Week #3

Beginning Date	
End Date	



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Classroom Instruction Hours	
Training Site Hours	

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Training Sponsor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Week #4

Beginning Date	
End Date	
Classroom Instruction Hours	
Training Site Hours	

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Training Sponsor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Week #5

Beginning Date	
End Date	
Classroom Instruction Hours	
Training Site Hours	

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Training Sponsor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Week #6

Beginning Date	
End Date	
Classroom Instruction Hours	
Training Site Hours	

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Training Sponsor Signature \_\_\_\_\_ Date: \_\_\_\_\_



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Week #7

Beginning Date	
End Date	
Classroom Instruction Hours	
Training Site Hours	

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Training Sponsor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Week #8

Beginning Date	
End Date	
Classroom Instruction Hours	
Training Site Hours	

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Training Sponsor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Week #9

Beginning Date	
End Date	
Classroom Instruction Hours	
Training Site Hours	

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Training Sponsor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Week #10

Beginning Date	
End Date	
Classroom Instruction Hours	
Training Site Hours	



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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Training Sponsor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Week #11

Beginning Date	
End Date	
Classroom Instruction Hours	
Training Site Hours	

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Training Sponsor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Week #12

Beginning Date	
End Date	
Classroom Instruction Hours	
Training Site Hours	

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Training Sponsor Signature \_\_\_\_\_ Date: \_\_\_\_\_