VALPARAISO UNIVERSITY
LAW

EXTERNSHIP DAILY ACTIVITIES LOG

Name: _____ Externship Site: _____
Last First

Date	Activity / Task	Time (hours/min)	Classify
_____	_____	____ HH ____ MM	_____
_____	_____	____ HH ____ MM	_____
_____	_____	____ HH ____ MM	_____
_____	_____	____ HH ____ MM	_____
_____	_____	____ HH ____ MM	_____
_____	_____	____ HH ____ MM	_____
_____	_____	____ HH ____ MM	_____
_____	_____	____ HH ____ MM	_____
_____	_____	____ HH ____ MM	_____
_____	_____	____ HH ____ MM	_____
_____	_____	____ HH ____ MM	_____
_____	_____	____ HH ____ MM	_____
	Total Time	00:00 HOURS:MINUTES	

Field Supervisor Signature: _____ Date: _____

Classifications:

LR – Legal Research
NLR – Non-Legal Research
W – Writing
ORG – Organization in support of legal work
CC – Client Contact
DISC – Discovery
CLER – Clerical
CONV – Conversation
OBS – Observation
OTH – Other

- Records may be kept using a separate log form for each day, each week, or a running account for the entire semester.
- Log should describe all activities so as to demonstrate compliance with hours required to obtain credit.

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