EXTERNSHIP DAILY LOG

Name:	Externship:		
Date	**Activity / Task**	**Time**	**Classify**
	TOTAL		

Signature: _____ Date: _____

Field Supervisor

Classification:

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**