

Supplemental Instructions for Completing the CSD Daily Log

1. Always use the most current Excel Daily Log worksheet by downloading it *each semester* from csd.nau.edu > Forms > 602 & 608 Forms, <http://jan.ucc.nau.edu/~csd-p/forms/index.php>.
2. You MUST open the Daily Log and SAVE it to your computer in order to save any data you enter.
3. Fully expand the document so you can see multiple tabs across the bottom. Click on the arrows at the bottom left of the screen to see additional tabs across the bottom. There are a total of 11 tabs.
4. Click the *first tab* (farthest to the left) and carefully read all of the instructions. Refer back to those instructions if you have questions later. These instructions supplement the Daily Log instructions.
5. Click on the second tab at the bottom to find the page where you will begin making entries.
6. Fill out the top portion of that page and **save** the document right away. This makes sure that every page used within this Excel document contains your own information.
7. On the first line, list the first date you earned clinical minutes. Scroll to the right and record how many minutes you earned under each specific category on that date. Dates do not carry forward from page A to page B to page C; you must *re-enter the date* each time you scroll left or right to a new page.
8. You cannot count the same minutes in more than one category or for more than one client. For example, if you spent 30 minutes with a client or a group of clients doing both Articulation and Fluency, estimate how many minutes you spent on each specific task and record your minutes according to that breakdown; you should enter a total of 30 minutes.
9. Only list dates for which you receive minutes. Do NOT list every date during your clinical experience. If you only receive minutes Monday – Friday, do not type in Saturday and Sunday dates.
10. Enter minutes for only ONE SITE per tab. If you have a second site, scroll across the bottom of the screen to select the next tab at the bottom; enter minutes for separate sites on separate log sheets.
11. You may enter minutes for no more than three supervisors on any single page. If you need to enter minutes for an additional supervisor, select the next tab at the bottom of the Excel screen and enter that information on a separate log sheet.
12. When any category gets filled up, select the next tab at the bottom of the Excel screen and continue entering information on a new log sheet.
13. Everything **MUST be ELECTRONICALLY ENTERED!** If anything is handwritten, whether it's a date or a number of minutes, the logs will NOT be accepted.
14. When you are finished filling out the dates and minutes on any page, print out that page. All columns on each page must be printed on just ONE sheet of paper. (All margins set at .3 using an 11-point Arial font works best.) Save the printed and signed page(s) to be submitted at the end of your current clinical experience.
15. You must have the supervisor's name, signature (*in blue ink*), date, and ASHA number at the bottom of **EVERY** page that has minutes recorded. If any page is not filled out correctly with the supervisor's signature in blue ink, we will not accept the page(s). Note: We require blue ink in order to distinguish original forms from copies.
16. If you completed any authorized minutes under NAU, CSD supervision prior to enrolling in your first practicum, those minutes should have been manually recorded on a paper log sheet and signed by your supervisor at the time. Those minutes must be electronically recorded when you submit the minutes for your first practicum. Open the NAU Pre-Prctm Hrs tab at the bottom of the spreadsheet and electronically enter any approved pre-practicum minutes just as you entered your current time. These pre-practicum minutes will infer to the appropriate categories in your Totals page for the

current practicum. Attach your previously-signed pre-practicum logs to the electronic Excel log sheet you print now; those signed documents replace the signatures that would have otherwise been required on your electronic log sheet.

17. After you have completed all entries for the semester, print out the Total Minutes page, the last tab along the bottom of the screen. You will need to turn this in with your log packet.
18. Review the entire log workbook to make sure you have signed log sheets for every page with entries.
19. Go to the CSD “Forms” web page and download the current Summary form.
20. Fill out your information at the top and bottom of the Summary Form. Include the Class # for the section you registered for; that Class # is available online from your LOUIE class schedule.
21. Follow instructions on the Summary form, being sure to keep your current “Minutes This Practicum” separate from any “Previous Minutes” you may have accrued. The Total Minutes page breaks down all of the totals into the correct categories so you only have to copy the numbers onto the Summary Form. Convert minutes to hours on the Summary form by dividing the number of minutes by 60.
22. Put a check mark next to the specific categories in which you have any previous or current hours.
23. Add the 25 observation hours to your Cumulative Hours and record the Grand Total Hours.
24. Enter any previous or current Hearing Screening Hours.
25. Double check all of your numbers and calculations for accuracy then sign and date your Summary Form using blue ink.
26. If you are in Practicum II or later, make a copy of your most-previous Summary Sheet with “Previous Minutes” clearly written across the face of the document. This is so the office can verify the Previous Minutes you entered on your current Summary Sheet.
27. Stack and staple your signed log papers in the following order, from top to bottom: signed Summary Form, Total Minutes page, all signed Page A log sheets, signed Page B log sheets, signed Page C log sheets, and a copy of your most-previous Summary Sheet. Do **not** attach blank or unsigned logs.
28. After you have assembled all of your clinical log papers, refer to your syllabus and combine your logs with all other materials that are to be submitted at the end of your clinical experience.
29. Make a copy of all documents for your personal record.
30. Submit all of the **ORIGINAL** documents **TOGETHER** as one packet to the CSD office.
31. Submit the following original documents to the CSD office:
 - a. Current Summary Form;
 - b. Total Minutes page;
 - c. Electronically-entered and blue-ink-signed log sheets;
 - d. Copy of your most-previous Summary Sheet with “Previous Minutes” clearly written across the face of the document;
 - e. Hearing Screening Hours, if you accrued any (a copy is fine, you keep the original);
 - f. Clinical Competency Evaluation for Speech-Language (grade recommendation from supervisor);
 - g. Self-Evaluation;
 - h. Reflective Review of Practicum/Externship Caseload Feedback;
32. If, after first carefully reviewing ALL instructions, you still have problems or concerns, please call or visit the CSD office for assistance.

Tip:

1. Fill out the logs every week so you won't get stuck trying to type in all of your dates and minutes at the end of your practicum or externship.