

Senior Project Log of Hours Form

- Your log should reflect the pride you feel in your project.
- Your name and the title “Log of Hours” goes at the top.
- Please use the table format. Have as many pages as you need.
- Your log should be typed or handwritten in legible blue or black ink.
- Each entry includes the date, detailed description of the work you did, the time you spent, and the mentor’s initials. **Complete this as you complete your hours. Do not wait until the end!**

| <u>DATE</u> | <u>DESCRIPTION</u> | <u>Hours:</u> <u>Minutes</u> | <u>MENTOR/</u> <u>CONTACT</u> <u>INITIALS</u> |
|-------------|--------------------|---------------------------------|---|
| | | | |

A final mentor verification form will be completed **when all project hours are finished**. Use this template to create a form for your mentor so they can provide feedback on your time working with them.

| Final Mentor Verification | |
|------------------------------------|-------|
| Mentor’s Signature: | Date: |
| Total hours the mentor can verify: | |
| Job Title/Relationship to student: | |
| or Comments: | |