

Time Sheet – FAQ

Q: Should I include my name on the daily log?

A: Yes, please put your name at the top in place of “STUDENT NAME.”

Q: How much detail should I include?

A: Please use this sample entry as a guide:

Date: 7/9/14

Activity Description	Time Spent
Went to court for client cases	2.25
Drafted a Motion for Order of Default and Notice of Motion	1.5
Researched Aggravated Unlawful Use of a Weapon (AUUW)	1
Called clients for case updates	1.25
Case acceptance meeting	2

Q: How should I input the time spent on activities?

A: Please enter numbers only. If you add the word “hours,” the auto sum will not work.

Q: Can I count lunch toward my required hours?

A: No, unless you are working on externship projects while you eat, attending a lunch work meeting, or attending a networking event your supervising attorney asked you to attend.

Q. Can I count time spent on my progress reports or meetings with my faculty mentor toward my required hours?

A. No.

Q. Can I count work I do at home toward my required hours?

A. Yes, but it is preferred that the majority of the externship hours are completed in office.

Q. Can I count hours I would have worked on a holiday or a sick day toward my required hours?

A. No, holiday and sick day hours cannot count toward your required hours, and must be made up.

Q: How do I add an activity row or an extra day?

A: If you need to make any changes to the form, I recommend saving it first.

If you need to add more activity rows for a date, I recommend copying a blank activity row, and using the control shift + keys to insert the new activity rows you need by choosing “shift cells down.”

If you need to add more days, I recommend copying the last blank day(s) available, selecting the empty row underneath, right clicking there to “Insert Copied Cells,” then choosing “Shift cells down.” You will then need to click on your final hours and manually add any new daily time cells to the formula to ensure that the new days are added into the total auto sum. For example, if you add one day, you will need to add a comma then “C282,” then push enter to finalize the new formula.

Q. How do I delete an activity row or an extra day?

A. Again, I recommend saving the document first.

If you want to delete an activity row for a date, I recommend copying the row, and then choosing “delete” and then “shift cells up.” Alternatively, you can copy the row, then choose “delete” and “entire row.”

If you want to delete an entire day or days, I recommend copying the days, and then choosing “delete” and then “shift cells up.” Alternatively, you can copy the day(s), then choose “delete” and “entire row.” You will then need to click on your final hours, delete the #REF!’s, and push enter to fix the auto sum calculation.

Q: How do you recommend printing the daily log?

A: I recommend converting your daily log into a table first. You can do this by selecting all the cells that contain data and pressing Ctrl + L, then selecting okay. This will make everything easier to read when printed.

In order to make all the text in the cells visible, highlight all of the cells. On the ‘Home’ tab, in the ‘Alignment’ group, click ‘Wrap Text’. (This button is pretty much dead center at the top of your Excel document.) Doing so will make the lines spread down and the text within them visible. This is a useful Excel tip when you have long lines of text in individual cells.

Since the log for your first and second reports will likely include lots of blank days, you can exclude the blank days by highlighting only the filled out portion of the log and then choosing “print selection” under print options, as long as you hand write your total hours on the printed copy.

Under print options, you will also want to choose “no scaling” or “fit all columns on one page” to avoid your hours ending up on separate, printed pages.

For the final report, when you want to print the whole table, you can choose “print active sheets” under the printing options instead.

Alternatively, you can pick a spot anywhere within the table, press Ctrl + Shift + 8, which will highlight the whole table, and then choose the option “print selected table.”

You will still want to select “no scaling” or “fit all columns on one page.”

Lastly, before you print a hard copy, I recommend using print preview or printing to Adobe PDF so you can ensure the document looks like you want it to when it actually prints.

Q. Can I count jury duty service toward my required hours?

A. Yes, if your jury duty service conflicts with hours you had planned to extern. Please submit proof of your jury duty service to the Field Placement Program Office.