# Guidelines for Logging Externship Placement Hours

Hours worked toward your semester commitment will be tracked using the Hour Log function in 12Twenty. You need to enter your hours each day you work in 12Twenty, providing the date, number of hours worked, and a brief description.

**\*12Twenty instructions with screenshots are attached.**

**Hour Log Guidelines:**

1. Enter your time weekly, at least.
2. Do not put multiple days into one entry—each day should be entered separately.
3. Your time spent in the externship seminar does not count toward your placement hours.
4. Enter your hours as one total for each day worked. PLEASE DO NOT BREAK THIS TIME INTO MINUTES/HOURS SPENT ON EACH TASK. One number combining all the time you spent at your placement that day is all that is needed.
5. ROUND DOWN YOUR MINUTES TO THE NEAREST QUARTER HOUR: IE: .25 OR .5 OR .75.
6. Each week, export your hour log pdf and have your supervisor review and sign the pdf. If you cannot obtain your supervisor signature, an e-mail from your supervisor approving the log can be attached. Upload the signed hour log (in pdf) in the Documents/Forms tab in the corresponding week.
7. If you did not work for a certain week, you do not need to enter any time and you do not need to upload any signed hour log in that week.
8. Your total hours will be automatically updated in the 12Twenty system once you enter them into the Hour Log.
9. **You WILL NOT receive a passing grade without all of your hour logs uploaded and signed in 12Twenty. The hours logs must equal to at least the minimum hours you registered for. If you cannot secure a physical signature from your supervisor, an e-mail from your supervisor approving the hour log is required.**

**Work Descriptions:**

The goal is to provide details of the type of work you are doing to ensure that you are being given enough substantive legal work. You should not include any confidential work information. Simply saying "did research" or "worked on memo" or "meetings" is not enough. You should be a bit more detailed in describing the task, like "researched joint employer liability for… Sat in on meetings with shareholders…Made edits to IX point brief drafted on DWI." Try to be as descriptive as possible but don't make it a minute-by-minute diary.

**Hour Log:**

Please complete your hour log conscientiously. We encourage you to review your hours at least each week with your supervisor to ensure that you are effectively using your time. You can export your hour log at any point to share with your supervisor. Once all hour logs are signed and uploaded for the full semester, the externship will be marked as "Complete" in 12Twenty and no additional hours can be uploaded.

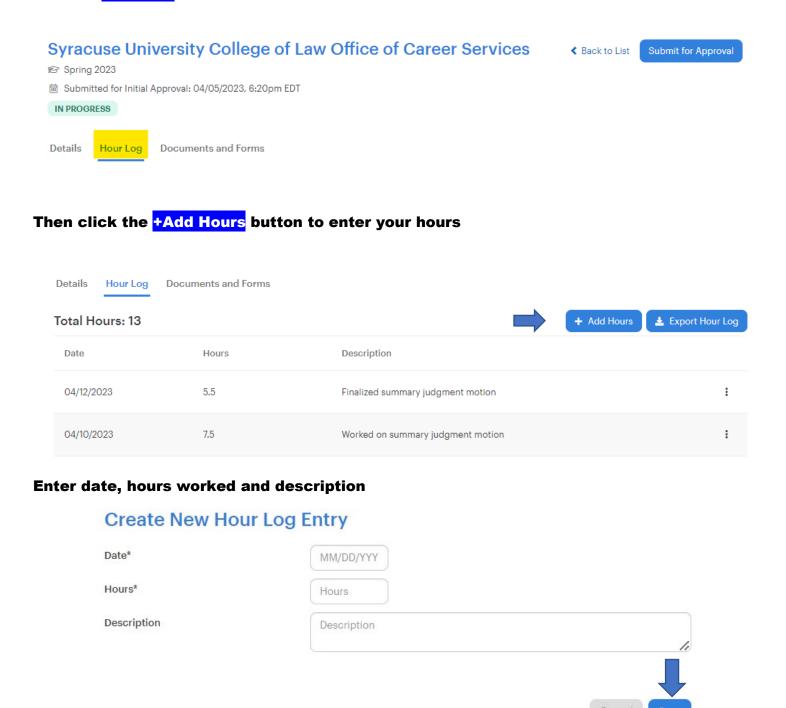# Guidelines for Logging Externship Placement Hours

**Full time**:
- **Students registered for 12 credits** must work 540 hours during the semester in order to receive a passing grade. This averages 38.5 hours per week.*

**Part time**:
- **Students registered for 2 credits** must work 100 hours during the semester in order to receive a passing grade. This averages 7+ hours per week.*
- **Students registered for 3 credits** must work 150 hours during the semester in order to receive a passing grade. This averages 11+ hours a week.*
- **Students registered for 4 credits** must work 200 hours during the semester in order to receive a passing grade. This averages 15+ hours a week.*
- **Students registered for 5 credits** must work 250 hours during the semester in order to receive a passing grade. This averages 18+ hours per week.*
- **Students registered for 6 credits** must work 300 hours during the semester in order to receive a passing grade. This averages 21+ hours per week.*
- **Students registered for 7 credits** must work 315 hours during the semester in order to receive a passing grade. This averages 23+ hours per week.*
- **Students registered for 8 credits** must work 360 hours during the semester in order to receive a passing grade. This averages 26+ hours per week.*
- **Students registered for 9 credits** must work 405 hours during the semester in order to receive a passing grade. This averages 29+ hours per week.*
- **Students registered for 10 credits** must work 450 hours during the semester in order to receive a passing grade. This averages 32+ hours per week.*
- **Students registered for 11 credits** must work 495 hours during the semester in order to receive a passing grade. This averages 35+ hours per week.*

* Your hours arrangement must be approved by your supervisor prior to the start of the semester. Changes in credits/hours worked must be approved by the supervisor, the Director of Externships and the Registrar.

* Averages above are based on a 14-week semester. Hours may be counted from the first day of the semester to the last day of classes in the semester. Please adjust to reflect your specific semester length or other situation. Note that JDr summer semester is only 8 weeks so these averages must be adjusted accordingly.
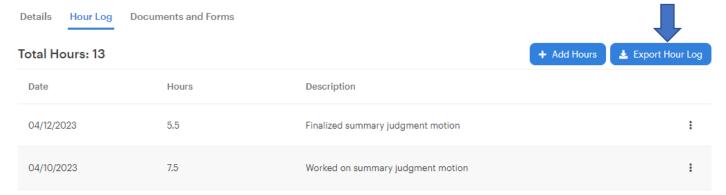
# How to enter Externship Hours on 12Twenty

In Externships & Pro Bono tab in 12Twenty, click on your externship, then click on Hour Log

**Syracuse University College of Law Office of Career Services**          ‹ Back to List          Submit for Approval

🎓 Spring 2023

🗓 Submitted for Initial Approval: 04/05/2023, 6:20pm EDT

**IN PROGRESS**

Details          Hour Log          Documents and Forms

Then click the **+Add Hours** button to enter your hours

Details          Hour Log          Documents and Forms

**Total Hours: 13**          ➡          + Add Hours          ⬇ Export Hour Log

| Date | Hours | Description | |
|------|-------|-------------|---|
| 04/12/2023 | 5.5 | Finalized summary judgment motion | ⋮ |
| 04/10/2023 | 7.5 | Worked on summary judgment motion | ⋮ |

Enter date, hours worked and description

## Create New Hour Log Entry

Date*          MM/DD/YYY

Hours*          Hours

Description          Description

Cancel          Save

Click Save

**Use Export Hours Log to export your weekly hour log for supervisor review and signature**

Details    Hour Log    Documents and Forms

**Total Hours: 13**        [ + Add Hours ]   [ ↓ Export Hour Log ]

| Date | Hours | Description | |
|------|-------|-------------|---|
| 04/12/2023 | 5.5 | Finalized summary judgment motion | ⋮ |
| 04/10/2023 | 7.5 | Worked on summary judgment motion | ⋮ |

**Example of Exported Hour Log Timesheet (PDF)**

**Syracuse University College of Law**

## Hour Log

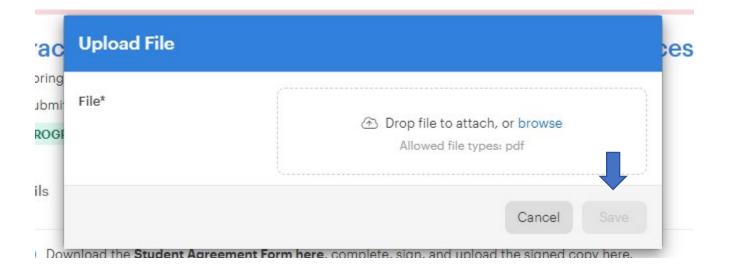| | |
|---|---|
| **Student Name:** | Test AAA Account Student |
| **Employer Name:** | Syracuse University College of Law Office of Career Services |
| **Academic Term:** | Spring 2023 |
| **What year was this?:** | |
| **Total Hours:** | 13.00 |

| Date | Hours | Description |
|------|-------|-------------|
| 04/12/2023 | 5.50 | Finalized summary judgment motion |
| 04/10/2023 | 7.50 | Worked on summary judgment motion |

**Upload your signed Hour Log (signed by your supervisor or with attached supervisor approval e-mail) each applicable week in the** <mark>Document and Forms</mark> **tab (MUST BE IN PDF)**

Details    Hour Log    Documents and Forms

(i) Download the **Student Agreement Form here**, complete, sign, and upload the signed copy here.
    After exporting your Hour Log (in the Hour Log Tab), upload your **signed** weekly Hour Log in each applicable week below.

| Document | Date Uploaded | |
|---|---|---|
| **Student Agreement Form** | -- | Upload File |
| Week 1 Signed Hour Log | -- | Upload File |
| Week 2 Signed Hour Log | -- | Upload File |
| Week 3 Signed Hour Log | -- | Upload File |
| Week 4 Signed Hour Log | -- | Upload File |
| Week 5 Signed Hour Log | -- | Upload File |

**Upload File**

File*

⬆ Drop file to attach, or browse

Allowed file types: pdf

Cancel    Save

Download the **Student Agreement Form here**, complete, sign, and upload the signed copy here.

**Click** <mark>Save</mark>