

# RESIDENCY: CLINICAL INTERNSHIP TIME SHEET FORM

**Residency Program: Recording and Submitting Clinical Hours. Please follow the steps to accurately record and submit your clinical hours:**

For detailed instructions on completing this form, please refer to the "Introduction to Taskstream – Student Residency Training" document. This document is available on our website under "Resources / Taskstream."

## DAILY ENTRIES:

- Enter Student and Course Information: Complete the required student information fields.
- Record Clinical Hours: At the end of each day, enter your completed clinical hours.
- Include Details: Fill in the date, arrival and departure time, and the Total Hours Completed for the Day.

## SAVE AS DRAFT:

- Save Progress: Click "Save as Draft" to save your entries. This allows you to update or make changes later if necessary.

## MONTHLY SUBMISSION:

- Review Entries: At the end of the month, carefully review all your recorded hours to ensure accuracy.
- Click "Submit": Click the "Submit" button to begin the evaluation process.

## CONFIRMATION AND FOLLOW-UP:

- Check Confirmation: Ensure you receive confirmation of your submission.
- Address Feedback: If you receive any feedback or need to make corrections, address them promptly.

### STUDENT AND COURSE INFORMATION

[R] <input type="checkbox"/> WAGNER COLLEGE STUDENT ID NUMBER:		<input type="text"/>	<input type="button" value="Save Draft"/>
		(Max chars: 50)	<input type="text" value="0"/> <input type="button" value="Count"/>
[R] <input type="checkbox"/> STUDENT INFORMATION:		<input type="button" value="BACK TO TOP"/>	<input type="button" value="Save Draft"/>
First and Last Name [R]	Wagner Email Address [R]	<input type="text"/>	<input type="text"/>
(Max chars: 50)	(Max chars: 50)	<input type="text" value="0"/> <input type="button" value="Count"/>	<input type="text" value="0"/> <input type="button" value="Count"/>
[R] <input type="checkbox"/> COURSE INFORMATION:		<input type="button" value="BACK TO TOP"/>	<input type="button" value="Save Draft"/>
Course Number [R]	Instructor/Professor's Name [R]	<input type="text"/>	<input type="text"/>
(Max chars: 50)	(Max chars: 50)	<input type="text" value="0"/> <input type="button" value="Count"/>	<input type="text" value="0"/> <input type="button" value="Count"/>

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### CLINICAL INTERNSHIP TIME-SHEET

#### DAY 1:

[R] <input type="checkbox"/> Select Date		<input type="text"/>	<input type="button" value="Save Draft"/>
		(mm/dd/yyyy)	
[R] <input type="checkbox"/> Arrival and Departure Time Entry		<input type="button" value="Save Draft"/>	<input type="button" value="Save Draft"/>
Arrival Time [R]	Departure Time [R]	<input type="text"/>	<input type="text"/>
(Max chars: 20,000)	(Max chars: 20,000)	<input type="text" value="0"/> <input type="button" value="Count"/>	<input type="text" value="0"/> <input type="button" value="Count"/>
[R] <input type="checkbox"/> Total Hours Completed for the Day:		<input type="button" value="BACK TO TOP"/>	<input type="button" value="Save Draft"/>
<input type="text"/>			
Any number, up to 2 decimal places			

#### DAY 2:

[R] <input type="checkbox"/> Select Date		<input type="text"/>	<input type="button" value="Save Draft"/>
		(mm/dd/yyyy)	
[R] <input type="checkbox"/> Arrival and Departure Time Entry		<input type="button" value="Save Draft"/>	<input type="button" value="Save Draft"/>
Arrival Time [R]	Departure Time [R]	<input type="text"/>	<input type="text"/>
(Max chars: 20,000)	(Max chars: 20,000)	<input type="text" value="0"/> <input type="button" value="Count"/>	<input type="text" value="0"/> <input type="button" value="Count"/>
[R] <input type="checkbox"/> Total Hours Completed for the Day:		<input type="button" value="BACK TO TOP"/>	<input type="button" value="Save Draft"/>
<input type="text"/>			
Any whole number			

#### DAY 3:

[R] <input type="checkbox"/> Select Date		<input type="text"/>	<input type="button" value="Save Draft"/>
		(mm/dd/yyyy)	
[R] <input type="checkbox"/> Arrival and Departure Time Entry		<input type="button" value="Save Draft"/>	<input type="button" value="Save Draft"/>
Arrival Time [R]	Departure Time [R]	<input type="text"/>	<input type="text"/>
(Max chars: 20,000)	(Max chars: 20,000)	<input type="text" value="0"/> <input type="button" value="Count"/>	<input type="text" value="0"/> <input type="button" value="Count"/>
[R] <input type="checkbox"/> Total Hours Completed for the Day:		<input type="button" value="BACK TO TOP"/>	<input type="button" value="Save Draft"/>
<input type="text"/>			
Any whole number			

DAY 4:

[R]  Select Date [Save Draft](#)

(mm/dd/yyyy)

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**Arrival and Departure Time Entry** [Save Draft](#)

Arrival Time [R]  (Max chars: 20,000) 0 [Count](#)

Departure Time [R]  (Max chars: 20,000) 0 [Count](#)

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[R]  Total Hours Completed for the Day: [Save Draft](#)

Any whole number

DAY 5:

[R]  Select Date [Save Draft](#)

(mm/dd/yyyy)

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**Arrival and Departure Time Entry** [Save Draft](#)

Arrival Time [R]  (Max chars: 20,000) 0 [Count](#)

Departure Time [R]  (Max chars: 20,000) 0 [Count](#)

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[R]  Total Hours Completed for the Day: [Save Draft](#)

Any whole number

DAY 6:

[R]  Select Date [Save Draft](#)

(mm/dd/yyyy)

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**Arrival and Departure Time Entry** [Save Draft](#)

Arrival Time [R]  (Max chars: 20,000) 0 [Count](#)

Departure Time [R]  (Max chars: 20,000) 0 [Count](#)

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[R]  Total Hours Completed for the Day: [Save Draft](#)

Any whole number

DAY 7:

[R]  Select Date [Save Draft](#)

(mm/dd/yyyy)

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**Arrival and Departure Time Entry** [Save Draft](#)

Arrival Time [R]  (Max chars: 20,000) 0 [Count](#)

Departure Time [R]  (Max chars: 20,000) 0 [Count](#)

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[R]  Total Hours Completed for the Day: [Save Draft](#)

Any whole number

DAY 8:

[R]  Select Date [Save Draft](#)

(mm/dd/yyyy)

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**Arrival and Departure Time Entry** [Save Draft](#)

Arrival Time [R]  (Max chars: 20,000) 0 [Count](#)

Departure Time [R]  (Max chars: 20,000) 0 [Count](#)

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[R]  Total Hours Completed for the Day: [Save Draft](#)

Any whole number

DAY 9:

[R]  Select Date [Save Draft](#)

(mm/dd/yyyy)

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**Arrival and Departure Time Entry** [Save Draft](#)

Arrival Time [R]  (Max chars: 20,000) 0 [Count](#)

Departure Time [R]  (Max chars: 20,000) 0 [Count](#)

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[R]  Total Hours Completed for the Day: [Save Draft](#)

Any whole number

DAY 10:

[R]  Select Date [Save Draft](#)

(mm/dd/yyyy)

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**Arrival and Departure Time Entry** [Save Draft](#)

Arrival Time [R]  (Max chars: 20,000) 0 [Count](#)

Departure Time [R]  (Max chars: 20,000) 0 [Count](#)

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[R]  Total Hours Completed for the Day: [Save Draft](#)

Any whole number

DAY 11:

[R]  Select Date [Save Draft](#)

(mm/dd/yyyy)

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**Arrival and Departure Time Entry** [Save Draft](#)

Arrival Time [R]  (Max chars: 20,000) 0 [Count](#)

Departure Time [R]  (Max chars: 20,000) 0 [Count](#)

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[R]  Total Hours Completed for the Day: [Save Draft](#)

Any whole number

DAY 12:

[R]  Select Date Save Draft

(mm/dd/yyyy)

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Arrival and Departure Time Entry Save Draft

<p>Arrival Time [R]</p> <input type="text" value=""/> <small>(Max chars: 20,000)</small>	<p>Departure Time [R]</p> <input type="text" value=""/> <small>(Max chars: 20,000)</small>
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[R]  Total Hours Completed for the Day: Save Draft

Any whole number

DAY 13:

[R]  Select Date Save Draft

(mm/dd/yyyy)

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Arrival and Departure Time Entry Save Draft

<p>Arrival Time [R]</p> <input type="text" value=""/> <small>(Max chars: 20,000)</small>	<p>Departure Time [R]</p> <input type="text" value=""/> <small>(Max chars: 20,000)</small>
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[R]  Total Hours Completed for the Day: Save Draft

Any whole number

DAY 15:

[R]  Select Date Save Draft

(mm/dd/yyyy)

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Arrival and Departure Time Entry Save Draft

<p>Arrival Time [R]</p> <input type="text" value=""/> <small>(Max chars: 20,000)</small>	<p>Departure Time [R]</p> <input type="text" value=""/> <small>(Max chars: 20,000)</small>
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[R]  Total Hours Completed for the Day: Save Draft

Any whole number

DAY 16:

[R]  Select Date Save Draft

(mm/dd/yyyy)

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Arrival and Departure Time Entry Save Draft

<p>Arrival Time [R]</p> <input type="text" value=""/> <small>(Max chars: 20,000)</small>	<p>Departure Time [R]</p> <input type="text" value=""/> <small>(Max chars: 20,000)</small>
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[R]  Total Hours Completed for the Day: Save Draft

Any whole number

DAY 17:

[R]  Select Date Save Draft

(mm/dd/yyyy)

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Arrival and Departure Time Entry Save Draft

<p>Arrival Time [R]</p> <input type="text" value=""/> <small>(Max chars: 20,000)</small>	<p>Departure Time [R]</p> <input type="text" value=""/> <small>(Max chars: 20,000)</small>
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[R]  Total Hours Completed for the Day: Save Draft

Any whole number

DAY 18:

[R]  Select Date Save Draft

(mm/dd/yyyy)

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Arrival and Departure Time Entry Save Draft

<p>Arrival Time [R]</p> <input type="text" value=""/> <small>(Max chars: 20,000)</small>	<p>Departure Time [R]</p> <input type="text" value=""/> <small>(Max chars: 20,000)</small>
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[R]  Total Hours Completed for the Day: Save Draft

Any whole number

DAY 19:

[R]  Select Date Save Draft

(mm/dd/yyyy)

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Arrival and Departure Time Entry Save Draft

<p>Arrival Time [R]</p> <input type="text" value=""/> <small>(Max chars: 20,000)</small>	<p>Departure Time [R]</p> <input type="text" value=""/> <small>(Max chars: 20,000)</small>
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[R]  Total Hours Completed for the Day: Save Draft

Any whole number

DAY 20:

[R]  Select Date Save Draft

(mm/dd/yyyy)

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Arrival and Departure Time Entry Save Draft

<p>Arrival Time [R]</p> <input type="text" value=""/> <small>(Max chars: 20,000)</small>	<p>Departure Time [R]</p> <input type="text" value=""/> <small>(Max chars: 20,000)</small>
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[R]  Total Hours Completed for the Day: Save Draft

Any whole number

DAY 21:

[R]  Select Date Save Draft

(mm/dd/yyyy)

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Arrival and Departure Time Entry Save Draft

<p>Arrival Time [R]</p> <input type="text" value=""/> <small>(Max chars: 20,000)</small>	<p>Departure Time [R]</p> <input type="text" value=""/> <small>(Max chars: 20,000)</small>
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[R]  Total Hours Completed for the Day: Save Draft

Any whole number

DAY 22:

[R] **Select Date** Save Draft

(mm/dd/yyyy)

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**Arrival and Departure Time Entry** Save Draft

Arrival Time [R] Departure Time [R]

(Max chars: 20,000)  (Max chars: 20,000)

0   0

[R] **Total Hours Completed for the Day:** BACK TO TOP

Save Draft

Any whole number

DAY 23:

[R] **Select Date** Save Draft

(mm/dd/yyyy)

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**Arrival and Departure Time Entry** Save Draft

Arrival Time [R] Departure Time [R]

(Max chars: 20,000)  (Max chars: 20,000)

0   0

[R] **Total Hours Completed for the Day:** BACK TO TOP

Save Draft

Any whole number

DAY 24:

[R] **Select Date** Save Draft

(mm/dd/yyyy)

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**Arrival and Departure Time Entry** Save Draft

Arrival Time [R] Departure Time [R]

(Max chars: 20,000)  (Max chars: 20,000)

0   0

[R] **Total Hours Completed for the Day:** BACK TO TOP

Save Draft

Any whole number

DAY 25:

[R] **Select Date** Save Draft

(mm/dd/yyyy)

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**Arrival and Departure Time Entry** Save Draft

Arrival Time [R] Departure Time [R]

(Max chars: 20,000)  (Max chars: 20,000)

0   0

[R] **Total Hours Completed for the Day:** BACK TO TOP

Save Draft

Any whole number

**TOTAL CLINICAL HOURS COMPLETED**

[R] - Add all the daily hours completed and enter total hours for the month. Save Draft

Any number, up to 2 decimal places

**IMPORTANT NOTES**

\* All fields must be completed before submission. Incomplete or inaccurate entries will be returned for editing. An email will be sent to notify you to cancel, edit, and resubmit the form.

\* Failure to submit or inaccurate entries results in an incomplete grade for the course. For guidance on canceling document submissions, please refer to the "Introduction to Taskstream - Student Training" document, specifically the slide titled "How to Cancel Document Submission."