



# Tips for Completing Work Logs

What to record under each column:

## Hours with Student Contact:

- 1:1 tutoring appointments
- Walk in tutoring
- SI session
- SI class
- Workshop

## Approved Activities with No Student Contact:

- Paperwork: time sheets, work logs, group logs etc.
- Preparing for a session: Reviewing course materials, creating handouts/study sheets etc.
- Helping with office needs
- Meeting with an instructor
- Planning an in-service

## Assigned Professional Development Hours:

- Training/orientation
- In-service
- Explorations
- Group leaders meeting
- Mentor program
- Wellness events

## Bench Time:

- Holiday pay—if scheduled to work on July 4<sup>th</sup>, Labor Day, and/or MLK.
- Sick leave if eligible—see MAHE contract
- Vacation time if eligible—see MAHE contract