

Fieldwork Time Log

Student's Name: _____ Fieldwork Project: _____

Mentor's Name: _____

Date	Correspondence: Provide a record of each time you correspond with your mentor (phone & email) and the topic of your conversation.
9/14	Today was the first day I had contact with my mentor, ADA Trish Reilly. I thanked her for offering to guide me in my project and asked when she would be able to meet with me.
9/15	Today me and ADA Reilly emailed each other and decided to set up our first meeting for Monday at 3 at her office in Brockton.
10/20	My mentor emailed me a Juvenile Court Power Point that had general rules and laws to have me read over. We had a short discussion about those laws.
11/14	My mentor emailed me about a cell phone donation drive that the DAs office is holding as an example of what my fieldwork could be. This led to the discussion of possible fieldwork ideas that relate to donations
ALMOST ALL CONTACT IS FACE TO FACE (EVERY MONDAY)	
12/23	Called my mentor to tell her that I got approved for a donation box at the Mansfield Library

Applied Learning Project

Date	Fieldwork with your Mentor: Provide a description of all work completed under the direct guidance of your mentor.	Number of Hours
9/19	I met with my mentor, Patricia Reilly, for the first time at her office in Brockton. She gave me a sheet that has key vocab and laws to know for her job. We decided that we will either meet every week or biweekly. She also gave me a police report to read through. At some point I will go to a hearing at Bridgewater State Hospital.	1
9/21	Today I went to Bridgewater State Hospital to observe hearings with my mentor. There I was introduced to several other prosecutors, defense attorneys, correction officers, and the judge. My mentor had me read a packet with specific laws in them and explained IMEs (independent medical examiners) to me. While observing some of the hearings, I heard a couple of doctors testify about their patients.	1.5
9/26	Today I met with my mentor at her office in Brockton. We discussed the police report and how the patient is doing today. Also, she had me read another report while we met and had me react to it. Finally, she gave me a "guide book" for her job that she is in the midst of writing and editing to look over and help her edit.	2.5
10/3	Today I met with my mentor at her office. We discussed the guide book that she had given me the week before. Also, I talked through a case that she had a hearing for on Wednesday and helped her organize her thoughts and what she was going to say.	2
10/17	Today I met with my mentor in her office in Brockton. She took me over to Superior Court to show me around and told me about the kinds of cases that are tried here. Also, we did some brainstorming on what exactly I would be doing for my project.	1
10/21	Today I met with my mentor at her office. I brought up the idea of creating my own guide book, and she suggested I do juvenile law. Other ideas were thrown out such as a donation box to collect clothes for juveniles who are in need of clothes.	1.5
10/31	Me and my mentor met at her office and we discussed different organizations and opportunities for my fieldwork.	.5
11/14	I went to the Brockton DAs office to meet with my mentor today. She told me about a non-profit organization called Project PACK and had me speak to a Victim Witness Advocate who knows the woman who started the organization and she gave me the email of the woman who started it.	1
11/21	Today I met with my mentor at her office in Brockton. I had decided to do something with Project PACK, so we brainstormed what I would actually be doing - and we decided on setting up donation boxes.	1
11/28	When I met with my mentor today, we brainstormed organizations and places I might try to set up a donation box at or ask for donations from.	1

Applied Learning Project

12/5	I met with my mentor today at her office, where I gave her a rough draft of the explanatory letters I will be giving to the places I am hoping to place a donation box. After she made suggestions and edited it, I fixed and finalized it.	1.5
12/13	When I met with my mentor, we discussed writing a letter to the District Attorney about setting up a donation box in the Brockton office.	.5
1/9	Today I met with my mentor for the first time since before Christmas break. We talked about what my box will look like and when it'll be there. We also talked about where else I am trying to place a donation box and how I'm going to advertise them	1
1/23	Today I visited my mentor at her office. I explained to her what my box looked like when I finished and we continued discussing advertisement	1
1/30	Today I visited my mentor at her office, we talked about asking the Church to set up a donation box, and she updated me on cases that she has going on and also asked me if I wanted to visit their Child Advocacy Center (place where they take kids who were sexually assaulted to feel comfortable to talk about it)	1
2/6	Today when I went to my mentor's office, we talked about some of her cases and I went to the Superior Court across the street with her to speak with the clerk.	2
2/13	Today I went out to lunch with my mentor. We discussed how my project was going and how the decorating for my box went	2
3/6	Today when I met with my mentor I showed her the picture that I took when I checked on how my Mansfield Library Box went.	1

Total Hours **23 hours**

Applied Learning Project

Date	Independent Fieldwork: Provide a description of all fieldwork you complete independently.	Number of Hours
12/ 23	Today I went to the Mansfield Public Library and asked to speak to the director about setting up a donation box there. I gave her a sheet that introduced myself and what I am doing, and I was approved to place a donation box there	0.5
1/ 3	Today I painted my donation box for the library. I chose to do a light blue because it is the color the Project PACK logo is. I also chose to do a medium sized box, since I don't want it to be too large or small	1
1/ 10	Today I printed and glued all of the pieces onto my box. I placed a foam board at the top with the Project PACK logo and a statistic, and on the box I put a description letter that introduced myself and explained what I am doing, and when the box would be there, and decorated it with butterflies (organization logo)	1.5
	Today I dropped off my donation box to the Mansfield Library. I talked to the women at the front desk about it and chose a spot to place it.	.5
	Today I checked on my donation box and was surprised at how well it was doing after only 2 weeks. I took some of the bags out so that it wasn't full but also left some in there so that people would see that others donated.	.5
3/ 16	Today I picked up my Mansfield Library box.	0.5
4/ 10	Today I decorated my Plymouth County DAs Office box. I decorated it and painted it the same as my Mansfield Library box.	1.5

Total Hours **7 hours**

Fieldwork Log: Progress Report Rubric

NOTE: Completion of 20 hours of fieldwork under the guidance of a mentor is a required component of the ALP. Students cannot successfully complete ALP without having fulfilled this requirement.

The following rubric is an assessment not of your fieldwork but of your fieldwork log and its contents.

Correspondence	5
Students has included a record of all correspondence with their mentor since their last fieldwork log submission.	5

Fieldwork with Mentor

Dates	5
Each entry in the log includes the specific date that the hours were logged. All dates are current and include all fieldwork since the last fieldwork log submission.	5

Hours	5
Each entry in the log lists how much time you dedicated to your fieldwork during those individual dates. Hours are included for all fieldwork completed since the last log submission.	5

Descriptions	15
Each entry includes a detailed description of all aspect the project that were worked on during each individual date. Descriptions are included for all fieldwork since the last fieldwork log submission.	15

Independent Fieldwork

Dates	5
Each entry in the log includes the specific date that the hours were logged. All dates are current and include all fieldwork since the last fieldwork log submission.	5

Hours	5
Each entry in the log lists how much time you dedicated to your fieldwork during those individual dates. Hours are included for all fieldwork completed since the last log submission.	5

Descriptions	15
Each entry includes a detailed description of all aspect the project that were worked on during each individual date. Descriptions are included for all fieldwork since the last fieldwork log submission.	15

Overall progress toward end project	Exemplary	Acceptable	Making Progress	Limited Progress
Student is making acceptable progress toward the mid year goal of 8 hours work on their project.		X		

*Late assignments will be penalized 5% per day late).

Comments:

Points Received: _____ **55/55**