### DOCTORAL PROGRAMME IN EDUCATIONAL PSYCHOLOGY: Placement Handbook

### Appendix 5: Placement Learning: Weekly Log Year One

Last updated: August 2023

Trainees should complete a weekly log at the end of each week to record their activity and learning. Weekly logs have three main purposes:

* To allow the trainee to demonstrate that they have achieved 58 days on placement
* To provide a record that will assist the trainee in completing their log of competency and work file elements
* To provide a stimulus and resource to help the trainee develop reflective practice

Weekly logs should be submitted to the field tutor for signing each week. This acts as a validation of placement time and helps keep track of learning and development issues. Logs should be kept up to date as personal tutors and field tutors may ask to see them at any stage.

Completed logs should be submitted as part of the practical work file at the end of the year.

**YEAR 1 FIELD-BASED LEARNING - WEEKLY LOG**

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| --- |
| **Trainee name** |

|  |  |  |
| --- | --- | --- |
| **Placement day activity** | | |
| **Date** |  | |
| Morning | Main activities | |
| Afternoon | Main activities | |
| **Date** |  | |
| Morning | Main activities | |
| Afternoon | Main activities | |
| **Additional activity** | | |
| **Date** | **Activity** | **Time spent (to the nearest hour)** |
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Use the “additional activity” section above to record any week’s placement activity that took place outside of regular placement hours or days, for example, if you attended placement on a Friday to continue a piece of casework or if you worked outside of regular hours on drafting a report, developing a resource for use in casework, or researching a potential intervention. **Note that we would encourage you to spend as much time as possible in placement, but that we acknowledge that there will be times when you can work more efficiently away from placement.**

These entries should be copied and then summed in the summary table at the end of the weekly log, which should be included in the work file. This enables staff to see the “additional work away from placement site” that counts towards your placement activity. We would not expect to see these reflected in the placement calendar (because they will often be counted in units of an hour), but we would expect them to make up the balance of the planned 55 placement days + 3 whole course days.

|  |  |  |
| --- | --- | --- |
| Reflection and main learning from week’s activities.  *It may be helpful to divide this section into smaller subsections, e.g.: What I did, What I learned, what I’ll do next.* | | |
| Links to BPS competencies  *Which BPS competencies were addressed by your experiences this week?* | | |
| Field tutor signature |  |  |
|  | |  |

**UNIVERSITY OF SOUTHAMPTON, DOCTORAL PROGRAMME IN EDUCATIONAL PSYCHOLOGY**

**YEAR 1 FIELD-BASED LEARNING Off-site activity summary**

|  |  |
| --- | --- |
| Date | Hours spent |
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