

Africana Studies Department  
University of Northern Colorado  
AFS 399, "Community Study Project"

### GUIDELINES FOR STUDENT LOGBOOK

1. Notebooks used should be loose-leaf or spiral-bound and should only contain material related to the project.
2. Size of the notebooks should accommodate 8 ½" X 11" pages.
3. Each day's activity should be recorded on a separate page, beginning at the top of the page.
4. The entry format for each day's recorded activity should be dated and contain the activity for that day, the hours and the place of the activity.
5. At the end of each week's entries, provide a signature line for the agency supervisor's signature.
6. The title page format for the notebook is as follows:

Africana Studies Department  
University of Northern Colorado

AFS 399  
"Community Study Project"  
Logbook

By (student's name)

Name of Placement Site, Address and Phone Number

Name of Site Supervisor

(lower right 1/3)  
Semester/Year  
Instructor: (name)

**Africana Studies  
Community Study Contract, AFS 399**

(Should be placed in the student logbook behind the title page)

Student Name:

Semester / Year:

Major:

Agency Site:

Agency Supervisor:

Faculty Supervisor:

Beginning and Closing Dates of Service:

Total Number of Hours: