ISMP CCR Hour Tracking – Mentor

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| --- | --- | --- | --- |
| **Week** | **Date** | **Activity** | **# Hours** |
| Example | Aug 23, 25 | Did SVEP training, talked about academics with 1 mentee | 2 |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
|  |  | Total Hours: |  |

How to track your hours!

1. Fill out the columns of ‘date,’ ‘activity’, and ‘hours’ (see example above)
2. Complete a minimum of 15 hours to the program
3. Track hours for all activity associated with the program, including:
   1. your time to complete training
   2. meeting with your mentees
   3. attending socials
4. Send them to [s.tropp@utoronto.ca](mailto:s.tropp@utoronto.ca) by the end of the program to receive CCR!