

**Colorado Consulting Services, Inc.**

**Course Time Allocation Log  
and Assignment Documentation**

Please complete the following:

Your Name:

Date:

Course Name:

Instructor:

**A. The Nature of the Assignment**

Describe the assignment(s) required by the instructor. What were you asked to do?

**B. Preliminary Planning Phase**

**Time Spent:**

Describe your planning and resources phase. What did you have to read, recall, or research to prepare for the assignment?

**C. Drafting of Assignment Phase**

**Time Spent:**

Describe the steps and processes utilized in development of the initial draft.

**D. Assignment Composition Phase**

**Time Spent:**

Describe the processes used to complete/compose the assignment.

Examples: used word processing, interviewed students, utilized art or music, practiced/taught physical movements, visited sites, i.e. libraries, museums, etc.

**E. Final Revision and Evaluation Phase**

**Time Spent:**

Describe the final steps: how and what did you evaluate and revise before submitting the final assignment to the instructor?

**Accumulated Hours Spent on Assignment:**

**Date Submitted to Instructor:**