**Report Logs**

Modified from Dr. MacNeil Policies

**Logging and Categorizing Your Course Activities**

Most courses will require that you log the time you work on various parts of the course. These logs are very important, and **must be submitted**. Please be careful to log your times and activities correctly.

It is **essential** that you record your time correctly, distinguishing correctly between Direct and Non-Direct Activities. Please carefully read and make sure that you understand **Direct and Non-Direct Activities** and use these distinctions correctly.

**Direct Activities**

Direct activities are analogous to activities that would be done in class in a face-to-face (non-Distance-Learning) course.

**Direct activities include:**

* Collaborative discussions with other student or students regarding the content of readings assigned for the course (via Facebook, Canvas, chat, text, email, in-person, phone, etc.).
* Collaborative discussions with other students regarding the content that goes beyond readings assigned for the course, but is not part of work on the projects assigned on the syllabus (via Facebook, Canvas, chat, text, email, in-person, phone, etc.).
* Collaborative development of generic technology that may be useful for your project(s), but is not, in its generic form, part of your project (via Facebook, Canvas, chat, text, email, in-person, phone, etc.).
* Time spent viewing, understanding, and reflecting on online lectures.
* Collaborative discussions resulting from online lectures.
* In-class instruction
* In-class tests/quizzes
* In-class student presentations
* Online lectures/instruction (synchronous or asynchronous)
* Online content modules
* Virtual synchronous class meetings
* Videoconference meetings
* Video conference presentations
* Online tests/quizzes
* Discussion boards
* Virtual labs
* Virtual or non-virtual field trips
* Virtual or non-virtual service learning
* Group and/or team-based activities
* Audio lectures (including podcasts) accompanied by a low-stakes assessment
* Rest of this list is for classes with laboratory components only.
  + Collaborative discussions with other student or students regarding the content of laboratory assigned for the course (via Facebook, Canvas, chat, text, email, in-person, phone, etc.).
  + Time spent working on lab.
  + Time spent demonstrating lab.

**Direct activities do not include:**

* Doing the assigned reading.
* Working on the projects assigned on the syllabus.

**Non-Direct Activities**

Non-Direct activities are analogous to activities that would be done outside of class in a face-to-face (non-Distance-Learning) course.

**Non-Direct activities include:**

* Doing the assigned reading.
* Working on the projects/homework assigned on the syllabus, whether that work is collaborative or solo.
* Studying
* Other out-of-class activities

**Non-Direct activities do not include:**

* Collaborative discussions with other students regarding the content of readings assigned for the course.

**Log Structure**

Your log should be structured per the following example. In real life, many more rows will be needed.

|  |  |  |
| --- | --- | --- |
| Time/Task Log | Activity Type: DIRECT | |
| Date | Duration (in minutes) | Specific Task/Activity |
| ... | ... | ... |
| April 11, 2014 | 87 | Online research into state machine implementation in VHDL |
| April 11, 2014 | 30 | Read Facebook (use of labels to create connections) |
| April 11, 2014 | 65 | Discussion with John Lastname (use of VHDL in circuit design) |
| ... | ... | ... |
| Sum for Current Report | 753 | - |
| Cumulative Sum for This Course | 2288 | - |

**Duration**

Enter a precise number of minutes. You have to add them up at the end, so you need an exact number. Come as close to the actual time you worked on this task as you can.

If this activity was partially in the Direct category and partially in the Non-Direct category, estimate the amount of time spent on the Direct activity, and the amount spent on the Non-Direct activity, and record them on the respective (Direct and Non-Direct) logs. Note that only the Direct log is included in the Direct reports, and only the Non-Direct log is included in the Non-Direct reports.

Please plan your time well. It is much easier and more practical to spread your work out over the term than to try to fit everything in at the end.

**Duration Sums**

The sample log above shows a total at the end of the term of 2250+ minutes of Direct activity. 2250 minutes is the nearly universally-accepted minimum for a three-credit university course in the United States. For Non-Direct activity, the American minimum is 4500 minutes for a three credit university course.

The sample log above shows a total of 753 minutes of Direct activity for the current report. If the course requires three Direct activity reports then 750 minutes per one third of the course would meet the minimum expectation for Direct activities.

**Direct and Non-Direct Activities**

All direct activities are collaborative; someone else (other than you) is involved. In the Direct activities log, please identify with whom you collaborated.

One example would be that you collaborated with all students in the course, via the course Facebook. In the sample log above, you could take Direct activity credit for the 87 minutes you spent on researching Java sprite motion if you communicate the results with the course via the course Facebook. (General Facebook (on course Facebook group) discussions of topics outside your course count, too.)

Or, if you communicated your results (e.g., a particular web site is good on this subject) to one or two classmates, you could include their names in the Activity Type column.

If you did not communicate the results of your research into sprite motion to anyone (other than yourself), you should list the research time on your Non-Direct log, rather than on your Direct log. If you do this all the time, you may have nothing to include in your Direct log, indicating that you did not do anything in the Direct classwork category, thereby earning no Direct activity credit toward your term grade. Please collaborate on Direct coursework, and avoid this problem!

Collaboration on the projects assigned via the syllabus is, by definition, Non-Direct, and should be reported only on the Non-Direct log.

The Direct Activity Logs should not be difficult or time-consuming to write, once you understand the categories.