SAMPLE

Course 602 – Essentials of Management

Time Tracker

Student Name: Jane Doe **Student Number:** XX-105

Verifying an accurate course completion time is essential for accreditation. 90 hours of student preparation time and 45 hours of student engagement time are required for a 3 credit hour course. Please track the time you spend on each lesson and final examination. Enter the time in hours and tenths of hours (1.0, 2.5, etc.). This form must be submitted electronically after completion of the course final examination to studentservices@agu.edu or faxed to (626) 332-8149. ***A final grade will not be issued until this form is submitted.***

Lessons

Student Preparation	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	FE	Total
Reading Assignment	2.0																								
Reviewing and Completing Lesson Review Exercises	.5																								
Studying for Subject Exam or Application Lesson	1.0																								
Studying for Final Exam (FE)	n/a																								
Preparing for Course Paper (if applicable)	n/a																								
Student Engagement																									
Completing Subject Exam or Application Lesson	1.5																								
Completing Final Exam (FE)	n/a																								
Communicating with Instructor	1.0																								
Preparing Course Paper (if applicable)	n/a																								