

Credit Hour Timekeeping Instructions

Timesheets

You must record all of your directed research, other non-regularly scheduled classes, or elective clinic time on a timesheet, using the law school's online timekeeping system. You can access your online timesheet at the following link - <https://apps.law.uci.edu/credit-hours>. Please refer to the attached IT User Guide for further instruction on how to navigate the online system, and contact IT with any technological questions about the system.

We recommend that you enter your time contemporaneously to increase the accuracy of your entries. In other words, please enter time on your online timesheet at the end of every day in which you've completed your course work.

You must work and record a minimum of 42.5 hours for receive one credit, 85 hours of time to receive two credits, or 127.5 hours to receive three credits for the course.

What to Record

You should record all of the time you spend doing work for the course on your timesheet.

The following are examples of the types of projects typically associated with directed research, other non-regularly scheduled classes, or elective clinics for which you should record time. There may well be others, so please ask your professor if you have any questions about whether a particular task should be recorded on your timesheet:

- Time spent meeting with your professor to discuss course work;
- Time spent researching your topic and reading materials;
- Time spent reviewing a professor's feedback on your draft;
- Time spent reading and responding to e-mails from your professor about course work, and time spend drafting e-mails to your professor about course work;
- Time spent meeting with clients, including on the phone, in your elected clinic course;

Increments of Time Recorded

Please record your course time down to the minute. For example, if you met with a client for 43 minutes, please record 43 minutes of time for this meeting. Do not round the time up to 45 minutes, or round it down to 40 minutes.

Level of Detail

In your timesheets, you should describe your course work with enough detail to provide your professor with a solid sense of what you were doing, just as you will need to do when entering your time as a practicing attorney.

Ask yourself: if you were practicing law, would your supervising attorney know what you were charging her client for by reading your “bill” (the timesheet), or is your time entry too vague for her to know what you were doing?

Timesheet Entry Examples:

Insufficient detail – “met with professor”

Sufficient detail – “met with professor to discuss feedback on first draft of paper.”

Insufficient detail – “did legal research”

Sufficient detail – “researched the statute of limitations for a wrongful discharge claim”

Insufficient detail – “prepared for meeting”

Sufficient detail – “prepared to meet client to discuss upcoming summary judgment hearing on (date)”

Please contact your professor with any questions about the level of detail you should include in your timesheet entries.