**TIME LOG**

Full-credit courses are scheduled for a minimum of 110 hours and half-credit courses are scheduled for a minimum of 55 hours as documented on the school’s timetable and hours are to be verifiable through teacher planning, assessment, and attendance record. All students are expected to log actual hours/times for each online course.

**Instructions**: Fill in the table with activities from each unit. Carefully log the time it takes to actually complete each activity. Once complete and before exiting the course please submit this completed document to the dropbox located in each unit. This will help improve the quality of education.

**Unit 1 : Poetry**

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| Date | Activity | Time Taken to Complete the Activity |
| July 5 | Personal Reflection on a Poem; Course Agreements; Forum Discussion | Reflection 30 minutes; Course Agreements 10 min; Forum Discussion 20 min. |
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