# FIU | Law Library
## Florida International University

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## Timekeeping Assignment

This project will require you to track your time in this course in two-week blocks using different methods.  You will be recording only the time you spend reading, preparing, and doing work for this class. This assignment is designed to both give you practice keeping your time, a necessary skill in legal field, as well as expose you to a few different methods for doing so. You will begin by monitoring your time manually, tracking start and end times, and submitting timesheets. You will then use an automatic time tracker and finally record your time in a practice management system.

## Required Elements for Timekeeping Submission

**Time should be recorded separately for each task even if they are done consecutively.**

**Date:** The date you completed the assignment in mm/dd/yyyy format.

**Client:** Normally, this would be your law firms ID for each client. For this class use the divisions and tags **below**.
- ADMIN: All timekeeping, commenting on discussion forums, and class prep work (e.g., readings). You can record like items together (e.g., reading) but separate tasks (e.g., reading vs watching lectures) should each have their own entry.
- PROJ: For any work done to complete the individual assignments.
- GROUP: For any work done individually or with your group for the group lead assignment.

**Description:** This should be a brief description of the task completed with enough detail to remind you what you did and inform the client what they are paying for.

**Start and End Time:** You should indicate the start and end time for each task.

**Time:** The time it took to complete the task rounded up to the nearest 6-minute interval.

## Rubric for Timesheets

| | 1 | 2-3 | 4-5 |
|---|---|---|---|
| **Professionalism** | Report is poorly formatted, time is not entered regularly, and/ there are myriad errors. | Report formatting has mild inconsistencies, time is entered sporadically, and/or several errors are present. | Report is cleanly formatted, time was frequently recorded, and few, if any, errors are present. |
| | 1-2 | 3-6 | 7-10 |
| **Base Elements (Date, Time, Client)** | Elements are missing, entries are improperly tagged, there are several errors in time tracking and/or time interval is incorrect. | Minor errors in tagging, tracking, or time interval are present. | All elements are present, tags are used properly, and time is recorded in the proper interval. |
| **Description** | Description is unclear, and or too brief (e.g., "prep for class" or "readings"). | Description is too long-winded, and or contains errors. | Description is clear as to the scope of the work done while being concise. |

## Required Elements for Reflection

The reflection must:

- compare your experience with each method; and
- the explain the method that you found most efficient and why.

## Rubric for Reflection

| | 1-2 | 3-4 | 5 |
|---|---|---|---|
| **Professionalism** | Reflection is poorly formatted, and/ there are myriad errors. | Reflection is cleanly formatted, easy to read, and/or has a few errors are present. | Reflection is well formatted, discussion is clearly organized, & errors are rare. |
| | 1-2 | 3-6 | 7-10 |
| **Comparison** | Provides a cursory discussion of each method. | Describes experience with each method, but comparison is cursory. | Exceptionally describes experience with each method covering strengths and weakness of each. |
| **Conclusion** | Provides a final opinion with cursory reasoning, if any. | Provides a conclusion with basic reasoning in support. | Conclusion is accompanied with exceptional reasoning for final decision, including discussion of factors that might have altered the conclusion. |