

Logbook of Non-Clinical Activities Instructions

All first-year students will be provided with an electronic logbook (Excel file, located in Box) to record non-rotation activities. The electronic “*Logbook of Non-Clinical Activities*” will be kept in your online portfolio in Box as documentation of educational activities completed in addition to supervised clinical rotations. This file contains instructions for how to document your non-clinical rotation activities and projects.

This file must be updated every semester of the program, including summer session, as appropriate.

The file will be contained in the “*Non-clinical activities*” folder in your electronic portfolio.

1. Log into Box using your UNCG credentials: <http://box.uncg.edu>

Entering Information about Non-Rotation Activities

Enter information about each of your non-clinical activities using the form. This includes:

- All Field Work Activities assigned as part of GEN 610 – Genetics in the Community
- Out-of-class activities for GEN 618 – Psychosocial Seminar
- First year clinic observations and pedigree experiences
- Other educational/observational experiences (e.g. attending NCMGA/NSGC meeting)

The following is a description of the information that should be entered for each activity. For several of the columns there are drop down menus- you may only select an item that is listed on the drop-down menu.

- If you had an experience or activity that does not appear on the drop-down menu please select the “other” option in the drop down menu and include a description in the “notes” section.

1. **Date:** Enter the date the activity is completed
2. **Course:** Select the course number from the drop-down menu. If the activity was not related to a course requirement select “other”.
3. **Type:** Select the type of activity from the drop-down menu. If the type of activity is not listed select “other”.
4. **Site:** Type in the name of the site (e.g. LabCorp, WF Muscular Dystrophy Clinic, Autism Support Group)
5. **Supervisor:** List the name of the person who provided supervision for the activity or was your primary contact for the activity.
6. **Duration:** Select from drop-down list
7. **Summary:** Type a brief description of the activity.