**COM Requirement Logging Work Hours**

According to the College of Medicine all students are responsible for logging all work hours. This is a COM requirement. Work hours are defined by the College of Medicine as those hours completed while working clinically, didactics and hours during the shelf exam.

Students should **NOT** report hours to travel, assignments, work-ups, oral presentations etc. These are not considered work hours.

How do I log hours?:

* Step 1: Log on to New Innovations
* Step 2: on the favorites page (Introductory page) you will find work hours posted to the far left of the screen. Do not click the Work hours on the main bar in new innovations.
* Step 3: A calendar grid will appear. Click the boxes that correspond with your work hours. (Please be sure to log your hours appropriately.