

School of Social Work
BSW Program

Field Practicum Log & Timesheet

Student Name: _____

Week: _____

| Date | Time of Day Start-Finish | Hours Completed | Brief Description of Activity (Include weekly supervision) | Competencies |
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| | TOTAL: | | | |

Student Signature: _____ Field Instructor Signature: _____

What “Counts” for Practicum Hours:
 The general rule is that you may count hours on your time sheet if those hours are related to a stated task/activity on the learning plan and approved by the field instructor. Generally approved time includes (but is not limited to): (1) time at the agency (including lunch), (2) time at community meetings, home visits, or other off-site practicum-related events, (3) time at home viewing training or educational videos from the agency and (4) time performing research-related activities for a practicum learning activity. For course assignments which have also been included for a practicum learning task, the student can count up to two hours of practicum time if approved by a field instructor.

What Doesn’t “Count” for Practicum Hours:
 Time spent on other assignments in social work courses
 Travel time to and from the agency
 Time spent on seminar assignments such as journals, assignments, etc.