

STUDENT TIME SHEET

Student Name: _____ Date: _____

Agency: _____

Field Instructor: _____

Instructions: List the time as accumulated. Submit the time sheets to the field instructor for review and signature. Forward the time sheets to the faculty field liaison at the completion of each 8-week segment. Each university semester is divided into two eight-week segments. Students in placements extended beyond the end of the semester will need additional time sheets to be submitted with the final evaluation. **Keep copies of all of your time sheets.**

Week	1	2	3	4	5	6	7	8
DATE/HOURS								
Direct Practice (Over the placement time, an average of 50-75% of assignments should be in this section.)								
Practicum support (readings, reflections, etc.)								
Field Seminar								
MSW Field Instruction Supervision								
Total Hours Per Week								

Total Hours in this segment _____/640 Remaining hours in practicum _____/640`

Task Instructor Signature (if applicable)

Field Instructor Signature

Student Signature

Faculty Field Liaison Signature