



**Department of Social Work and Human Services
MSW PROGRAM**

Field Placement Time Sheet

Student Name: _____

Semester: Fall / Spring 20

Field Placement Agency: _____

Field Faculty Instructor: _____ Field Supervisor: _____

- ❖ You and your Field or Task Supervisor should monitor your hours together – field supervisor must initial hours weekly
- ❖ You cannot complete hours early and end your field internship prior to the end of the semester
- ❖ 1st year – 16 hours per week (M/T) 240 total hours per semester; 2nd year -24 hours per week (W/TH/F) 360 total hours per semester
- ❖ Students are required to submit a completed time sheet at the end of the semester.
- ❖ Falsification of this document could result in dismissal from the MSW Program.

Week	Dates of the Week	Mon.	Tues.	Wed.	Thur.	Fri.	Extra Hours	Sick Hours	Total Weekly	Total Hours to Date	Field Supervisor Initials
		Hours Earned									
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
Extra Week											
Total Hours											

Student's Signature: _____ Date: _____

Field Supervisor's Signature: _____ Date: _____

Task Supervisor's Signature (if applicable): _____ Date: _____

Field Faculty Instructor's Signature: _____ Date: _____