**INSTRUCTIONS FOR COMPLETING TIME SHEETS**

**Students:** You are to make a copy of a new timesheet each week to be completed and signed by you and your Field Supervisor/Instructor. Submit your completed timesheet to your Field Faculty Liaison **each week**. Please do not accumulate time sheets and submit a stack of timesheets.

When recording work hours, use decimals. Write "1" for 1 hour, ".5" for 1/2 hour, ".75" for3/4 hour. One-quarter hour should be the smallest fraction. Totals cannot be shown without a breakdown into categories of fieldwork. **Transportation Time to and from agency is not to be included in fieldwork hours.**

The figures on the timesheet need to be balanced and totaled. For "Balance of Hours” take the total hours of your required field contact hours and enter here. Each week you will carry forward the new balance remaining. Add work completed and hours for each day and then total for the week under “Week Total”. Then subtract weekly total from the balance of hours and include under “Remining Hours”. Example: 500 balance of hours (minus) 40 hours worked for the week = 460 remaining hours. By computing your total hours of fieldwork to date for each time sheet, you will have a current total of hours remaining until you reach a zero balance.

**FIELDWORK CATEGORIES:**

1. Direct face-to-face contact with or in behalf of your individual clients, client families, client groups, neighborhood community groups, advocates, etc.
2. Planned supervisory sessions geared toward your individual social work education and professional development etc.
3. In-service training, social work unit meetings, committees, staff meetings, etc.
4. Consulting with specialists in other agencies, other disciplines, representing your client or agency at community meetings, public relations, etc.
5. Observing your supervisor or other professional persons in client interviews or leading groups, conducting meeting, etc.
6. Recording, posting on records, preparing reports, filing, office work, etc.
7. Staff interaction, program planning, transporting, shopping with or in behalf of clients, reading, and research

**Note: Students may not count “other” field work hours outside of this list unless you have received pre-approval by the Agency Field Instructor/Supervisor and Faculty Liaison.**