

# **time sheet – field education office Week #\_\_\_\_\_\_\_\_\_\_**

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| --- | --- |
| **Student InteRN NAME:** | **Student ID number:** |
| **agency name:** | **supervisor name:** |
| **level:  BSW(420 hrs)  MSW Found(360 hrs)  MSW Adv(540 hrs)** | **time sheet for the week of:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Start Time** | **End Time** | **fieldwork duties performed** | HOURS |
| **BALANCE OF HOURS** | | | |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Week total** | | | |  |
| **REMAINING HOURS** | | | |  |

|  |  |
| --- | --- |
| *I certify that the hours recorded are a true AND ACCURATE relfection of my time***student intern signature:** | **Date:** |
| **Student Intern DemonstraTED Professionalism IN:** interactions withothers  communication with others appropriate ATTIRE for the workplace professional behavior and conduct(Punctuality, attendance, respectfulness) **Please discuss any uncheck items with student/field faculty liaison****Supervisor signature:** | **DATE:** |