

# **time sheet – field education office**

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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** | | | |  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Week total** | | | |  |
| **REMAINING HOURS** | | | |  |

|  |  |
| --- | --- |
| **STUDENT INTERN HAD WEEKLY social WORK SUPERVISION:** YES NO |  |
| *I certify that the Time sheet recorded are a true AND ACCURATE relfLection of my time and duties performed* **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)**Supervisor signature:** | **DATE:** |