

# **time sheet – field education office**

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| --- | --- |
| **Student InteRN NAME:** | **Field Instructor/TASK SUPERVISOR name:** |
| **agency name:** | **weekly timesheet number (#0-15):** |
| **level:  BSW(420 hrs)  MSW Found(360 hrs)  MSW Adv(500-540 hrs)** | **time sheet for the week of:** |

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

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| --- | --- |
| **STUDENT INTERN HAD WEEKLY social WORK SUPERVISION:** YES NO |  |
| *I certify that the Time sheet recorded is a true and accurate Reflection of my time and duties performed***student intern signature:** | **Date:** |
| **Student DemonstraTED Professionalism IN:** interactions withothers  communication with others appropriate ATTIRE for the workplace professional behavior and conduct (Punctuality, attendance, respectfulness)**Supervisor signature:** | **DATE:** |