

# **time sheet – field education office**

|  |  |
| --- | --- |
| **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**  |  |

|  |  |
| --- | --- |
| **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:** |