The University of Tennessee | College of Social Work  
MSSW Program  
Field Practicum Time Sheet

**Instructions:**
1. The time sheet is divided in 3 sections. Each section is for a semester of field. Full-time students completing field in fall/spring will complete 2 sections. Students who are extending field over 3 semesters will complete 3 sections. **Each section is to be signed by the student, field instructor, and field liaison AT THE END of the school term.**
2. Each student is responsible for maintaining an accurate record of her/his time. Students should enter the beginning and ending time for each day.
3. Field Instructors are to review the time sheet and enter the supervision date/time in the far right column on a weekly basis. If there is a week of missed supervision, the field instructor should enter the reason (e.g. illness, vacation, holiday).
4. **Students in Generalist Field** are required to complete 128 hours at a field placement in the fall and 224 hours in the spring.  
   **Full-time students in Concentration Field** are required to complete 336 hours per semester for fall and spring.  
   **Students who are extending concentration field over 3 semesters** should refer to the syllabus for the specific semester regarding required hours.  
   **Students in Concentration Field must complete a minimum total of 672 hours over 2 or 3 semesters.**

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**Grand Total:**

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Field Consultant/Liaison Signature:  

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