

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

Student: _____

Field Instructor: _____

_____ Summer

_____ Fall

_____ Spring

| Week/Dates | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Weekly Total | Supervision Date/Time |
|------------|-----|-----|-----|-----|-----|-----|-----|--------------|-----------------------|
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
| 11 | | | | | | | | | |
| 12 | | | | | | | | | |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |

Grand Total: _____

Student Signature: _____

Date: _____

Field Instructor Signature: _____

Date: _____

Field Liaison Signature: _____

Date: _____

Notes:

1. Each student is responsible for maintaining an accurate daily record of her/his time.
2. Enter the beginning and ending time for each day.
3. **Students in Foundation 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. **Extended Study students** who are extending concentration field over 3 semesters should consult with the Field Coordinator regarding required hours. Students completing **Block Placements** should also consult with the Field Coordinator regarding their required hours.
4. Field Instructors are to review the time sheet and enter the supervision date/time on a weekly basis.