

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

Student: \_\_\_\_\_ Field Instructor: \_\_\_\_\_

\_\_\_\_\_ Summer          \_\_\_\_\_ Fall          \_\_\_\_\_ Spring

Week/Dates	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hrs For Week	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 a daily record of her/his time.
2. Enter the beginning and ending time for each field 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 3-4 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.