

**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 Consultant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Notes:**

1. Each student is responsible for maintaining an accurate record of her/his time. Original time sheet must be initialed each week by the field instructor.
2. Write in the beginning and ending time for each day.
3. A copy of this form must be submitted with the Mid-Term evaluation. The original form must be submitted with the End-of-Semester evaluation.
4. **Students in Foundation Field** are required to complete 224 hours per semester.  
**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.  
**Advanced Standing students** are required to complete 240 hours during the summer semester.