



COLLEGE OF SOCIAL WORK

The University of Tennessee, Knoxville College of Social Work
MSSW Program
Field Practicum Time Sheet (3 section)

Instructions:

- 1. The time sheet is divided into 3 sections. Each section is for a semester of field. Each section is to be signed by the student, field instructor, and field liaison AT THE END of the school term. The signatures will LOCK each section.
2. Each student is responsible for maintaining an accurate, current record of their time. Students should enter the total number of hours for each day only after the hours have been completed. No time should be entered on the form until completed.
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 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 600 field placement hours over 2 or 3 semesters.

Note: You must click on the SAVE button to save any information entered or changed on this page before closing or printing the page, or your information will be lost.

Student:

Field Instructor:

Course: Semester: Year:

Table with 11 columns: Week/Dates, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday, Total Hrs For Week, Supervision Date/Time. Rows 1-15.

20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										

Grand Total:

Please do NOT sign this form until the end of semester after all your hours have been entered. After signing the form, no changes or additions can be made.

Student Signature: _____

Field Instructor/Supervisor Signature: _____

Field Liaison Signature: _____

Note: Typing in your name above, and saving this form while logged in is your signature.