TIME SHEET

SOCIAL WORK PRACTICUM

Student _____ Agency, Location _____

- Round off time to the nearest quarter (¼) hour.*
- Practicum requires 450 clock hours (Do not include lunch, holidays, sick days, seminar, travel to/from home, etc.)
- Time sheets should be submitted at each seminar meeting.

Total hours from previous time sheet: _____

Week No.	Date	*Time In-Out	Hrs./day	Subtotal	Note supervisory meetings, absences, other special events

Total hours to date: _____

Agency Field Instructor Signature _____ Date _____