TIME SHEET

SOCIAL WORK PRACTICUM

Sally Social Worker
Student

ABC
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: 32

Week No.	Date	*Time In-Out	Hrs./day	Subtotal	Note supervisory meetings, absences, other special events
2	8/31	8:00-4:30	8	40	
2	9/1		0	40	was sick today
2	9/2	8:00-4:30	8	48	Supervision with field instructor
2	9/3	8:00-4:30	8	56	
2	9/4	8:00-12:00	4	60	Attended workshop in AM
3	9/7		0	60	off Labor Day Holiday
3	9/8	8:00-4:30	8	68	
3	9/9	8:00-4:30	8	76	Supervision with field instructor
3/	9/10	8:00-4:45	8.25	84.25	

Total hours to date: 84.25

Agency Field Instructor Signature

Date