

# **time sheet – field education office**

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| **Student InteRN NAME:** | **Field Instructor/TASK SUPERVISOR name:** |
| **agency name:** | **weekly timesheet number (#0-15):** |
| **level:  BSW(420 hrs)  MSW Found(360 hrs)  MSW Adv(540 hrs)** | **time sheet for the week of:** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | |  | |  | **fieldwork duties performed** | HOURS |
| **DATE** | **START TIME** | **BREAK START** | **BREAK END** | **END TIME** | **CSWE COMP** | **BALANCE OF HOURS** |  |
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|  | | | | | | **Week total** |  |
| **Interns completing more than 6 hours in one day must take and document a 30 minute break.** | | | | | | **REMAINING HOURS** |  |

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| **STUDENT INTERN HAD WEEKLY social WORK SUPERVISION:** YES NO |  |
| *I certify that the Time sheet recorded is a true and accurate Reflection of my time and duties performed***student intern signature:** | **Date:** |
| **Student DemonstraTED Professionalism IN:** interactions withothers  communication with others appropriate ATTIRE for the workplace professional behavior and conduct (Punctuality, attendance, respectfulness)**Supervisor signature:** | **DATE:** |