

# **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:** |