

C21



School of Social Work

**FIELD PLACEMENT TIME SHEET**

Online MSW Program

Please submit this timesheet to the appropriate Canvas Assignment. A formula is set up to automatically calculate the number of hours and process recordings. PLEASE NOTE-Enter numbers only in those columns, e.g., 5.5 (5 and 1/2 hours). DO NOT enter text, symbols, etc. e.g., 7-12 (5 hours) or the formula will not work. If you enter the data correctly the total will automatically appear on the bottom of the page. Your cumulative hours also appear in the summary page.

Student Name:	Student A	Field Course:	Field 1
Supervisor:	Supervisor 23	Liaison:	Liaison 5
Placement:	Agency Name		

Month	Day	Activities/Comments	Total Hours
September	3	Orientation and Training	5.00
September	5	Shadow supervisor, Training	4.00
September	14	Attend group sessions, review paperwork	5.00
September	15	Attend group sessions, shadow case managers	6.00
September	20	Shadow case managers, supervision	6.00
September	22	Case team meeting, staff meeting, documentation	6.00
September	30	Group sessions, Shadow CM	6.00
October	1	Intakes, case management meetings	4.00
October	3	Case management sessions, supervision	5.00

Month	Total Hours
August	0.00
September	38.00
October	9.00
November	0.00
December	0.00
January	0.00
<b>Total</b>	<b>47.00</b>