

ALBANY STATE UNIVERSITY

DEPARTMENT OF SOCIAL WORK

Field Placement Time Sheet

Directions: Enter only one week's time per time sheet. Complete the week and dates accordingly. Submit the completed form to Field Instructor, Task Supervisor & Faculty Field Coordinator at the end of each week. Students may only record hours related to a task/activity on the learning plan and approved by the Field Instructor. Time must be entered as military (24 hour clock) time (i.e. Midnight is 00:00; 01:00 is am.; noon is 12:00 and 13:00 is 1:00 p.m. etc.). **Don't forget the activity log (highlighted in yellow, bottom right of the time sheet), and the Supervisory Form (highlighted in green at the bottom right of the activity log). Both the student and Field Instructor must sign each week.**

Student: .5 points

Field Instructor: .5 points

Agency: .5 points

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
Week 1 Date			MISSING (8/14/19)	DATES	AND TIMES	RESULT IN	ZERO	POINTS		
Time In	Total	8:00	Total	Total	Total	Total	Total	Total	Total	
Time Out	0.00	12:00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	
Meal Break										
Time In	Total	1:00	Total	Total	Total	Total	Total	Total	Total	Total Hours
Time Out	0.00	5:00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total	0.00	8.00		0.00	0.00	0.00	0.00	0.00	0.00	8.00
Initials for Student and Field Instructor										

MISSING SIGNATURES RESULT IN ZERO POINTS AND NO CREDIT FOR THE HOURS. DOCUMENTATION OF TIME MISSED MUST BE PROVIDED.

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Directions: Each day and activity/task completed from the learning contract during scheduled hours at the practicum experience noted on the time sheet, should be accounted for in this section. Record the date in the date column. Summarize activities completed on each date/day. Review your learning contract and note the practice behaviors that were completed on that specific date. Summarizations can be brief, but make sure you give enough information to understand how practice behaviors were achieved. The first entry below is an example. Be sure to separate meetings with your field instructor. **Any missing information will result in a zero for the assignment.**

DATE	NATURE OF ACTIVITY	PROGRAM OBJECTIVE	COMMENTS
8/14/2019	Completed intake on 5 patients (pts.) and reviewed confidentiality with all pts.; documented information in computer system; met with task supervisor to debrief activities. Met with field instructor and reviewed diagnoses, treatments, etc. on all 5 intakes and incorporated into notes.	1a, 2, 6, 8, 9b	Excited to be able to complete intakes. Some anxiety, but okay once starting. Agency uses SOAP style of documentation. I almost have the hang of it.
Date missing 0 points for the assignment	1 point	1 point	.5 points