

Southwest Minnesota State University
SOCIAL WORK PROGRAM

Time Reporting Form

Students are required to keep track of the number of hours they are in field placement. Please complete the time reporting form and have your field supervisor/instructor sign their approval.

Students may use the agency's time reporting system as an alternative to this form as long as the field supervisor/instructor approves of using the agency's system.

DO NOT count hours you do not work due to illness, weather, holidays or lunch breaks (with some exceptions). Student work for SWRK 485 Field Practicum Seminar class assignments DOES NOT count for practicum hours. If in doubt about activities counting towards hours, please consult with your faculty field liaison.

Student's Name

Agency:

Week:								Total Hours Worked
Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Hours Worked								

Field Supervisor/Instructor Signature:

Student's Name

Agency:

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Hours Worked								

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