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.

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