**MSW FIELD PLACEMENT TIME LOG/MONTHLY REPORT**

**This form, with original signatures, is due by the deadlines determined by the faculty field liaison**

STUDENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AGENCY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MONTH \_\_\_\_\_\_\_\_\_\_\_ YR\_\_\_\_\_\_\_\_\_

HOURS (do not report time in less than 30 minute increments)

 **Total from previous Time Logs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Week of: | Sun | Mon | Tues | Wed | Thurs | Fri | Sat | TOTAL |
|  |  |  |  |  |  |  |  |  |

|  |
| --- |
| Summary of Activities: |
|  |
|  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Week of: | Sun | Mon | Tues | Wed | Thurs | Fri | Sat | TOTAL |
|  |  |  |  |  |  |  |  |  |

|  |
| --- |
| Summary of Activities: |
|  |
|  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Week of: | Sun | Mon | Tues | Wed | Thurs | Fri | Sat | TOTAL |
|  |  |  |  |  |  |  |  |  |

|  |
| --- |
| Summary of Activities: |
|  |
|  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Week of: | Sun | Mon | Tues | Wed | Thurs | Fri | Sat | TOTAL |
|  |  |  |  |  |  |  |  |  |

|  |
| --- |
| Summary of Activities: |
|  |
|  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Hours to Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Student**

**Signature of Field Instructor or Task Supervisor** (**Person signing above must be the individual who can verify the student’s physical attendance at placement site. If this person is not the Field Instructor, the Field Instructor must also sign or initial the time log.**

**Once signatures are obtained, please fax, mail or hand-deliver to your assigned Faculty Field Liaison. Unsigned time logs will not be valid. Faxed time logs MUST be followed by the original time log within 5 days.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# FIELD OFFICE USE ONLY: Faculty Field Liaison Verification of Minimum Required Hours Completed

**Total Number of Hours Verified by Signed Time Logs : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Signature of Faculty Field Liaison: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**