

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: _____