

Department of Social Work  
Florida Gulf Coast University  
Fort Myers, Florida 33965

**WEEKLY TIME SHEET - BSW**

Student Name: \_\_\_\_\_

Students must keep a weekly log of their field placement hours and supervisory session dates. They must be initialed by the Field Instructor each week. Each placement requires 16 hours per week for 32 weeks, or 500 hours spread out over the year. Students must participate in field for all 32 weeks unless special permission is granted by the Field Coordinator per the Student Field Manual. A final grade will not be assigned without information provided to the Field Coordinator.

Week	Dates	Hours	Supervisory Session Date	Field Instructor Initials
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				

Week	Dates	Hours	Supervisory Session Date	Field Instructor Initials
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				
31.				
32.				

Total Agency Hours: \_\_\_\_\_

Signatures:

\_\_\_\_\_

Field Instructor

\_\_\_\_\_

Date

\_\_\_\_\_

Student

\_\_\_\_\_

Date