**Florida Gulf Coast University**

**Department of Social Work**

**FALL SEMESTER – WEEKLY TIME SHEET – BSW PROGRAM**

|  |  |
| --- | --- |
| **Student Name:** |  |

**Instructions for completion:**

* Students must keep a weekly log of their field placement dates, hours, and supervision session dates.
* Each week must be initialed by the Field Instructor.
* A total of 250 hours should be completed for the semester. 16 hours per week over 16 weeks gives 256 hours.
* This fully completed form, including a calculation of total hours and both signatures, is to be submitted to your Field Liaison at the end of the semester.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week** | **Dates** | **Hours** | **Supervision Session Date** | **Field Instructor Initials** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |
| 13 |  |  |  |  |
| 14 |  |  |  |  |
| 15 |  |  |  |  |
| 16 |  |  |  |  |

|  |  |
| --- | --- |
| **Total hours for semester:** |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Student Signature** |  | **Date** |
|  |  |  |
|  |  |  |
| **Field Instructor Signature** |  | **Date** |

**Florida Gulf Coast University**

**Department of Social Work**

**SPRING SEMESTER – WEEKLY TIME SHEET – BSW PROGRAM**

|  |  |
| --- | --- |
| **Student Name:** |  |

**Instructions for completion:**

* Students must keep a weekly log of their field placement dates, hours, and supervision session dates.
* Each week must be initialed by the Field Instructor.
* A total of 250 hours should be completed for the semester. 16 hours per week over 16 weeks gives 256 hours.
* This fully completed form, including a calculation of total hours and both signatures, is to be submitted to your Field Liaison at the end of the semester.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week** | **Dates** | **Hours** | **Supervision Session Date** | **Field Instructor Initials** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |
| 13 |  |  |  |  |
| 14 |  |  |  |  |
| 15 |  |  |  |  |
| 16 |  |  |  |  |

|  |  |
| --- | --- |
| **Total hours for semester:** |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Student Signature** |  | **Date** |
|  |  |  |
|  |  |  |
| **Field Instructor Signature** |  | **Date** |