

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

WEEKLY TIME SHEET – PART-TIME

Student Name: _____

Foundation Year: _____

Concentration Year: _____

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 12 hours per week for 44 weeks, or 500 hours spread out over the year. Students must participate in field for all 44 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.				
33.				
34.				
35.				
36.				
37.				
38.				
39.				
40.				
41.				
42.				
43.				
44.				

Total Agency Hours: _____

Signatures:

Field Instructor

Date

Student

Date