

TIME SHEET FOR SWK – Spring, 2016  
 School of Social Work  
 University of North Carolina-Wilmington

APPENDIX G

Each student is required to keep a record of her/his placement hours. This comprehensive record of your hours is due at the end of the semester, usually submitted with the final field journal. **Please fill out this time sheet on a weekly basis and ask your field instructor to sign it each week;** this will keep you and your field instructor apprised of your hours so there will be no surprises at the end of the semester. Be sure to **check with your faculty liaison for your exact due date.** To complete this form, **indicate the hours worked each day, add the daily hours to determine the hours worked each week, and tally the cumulative hours for the semester.**

\_\_\_ SWK 497

\_\_\_SWK 595

\_\_\_SWK 512

STUDENT \_\_\_\_\_ AGENCY \_\_\_\_\_

<i>Week of</i>	<i>Hours Worked Each Day</i>	<i>Weekly Total</i>	<i>Cumulative Semester Hours</i>	<i>Site supervisor/ Field Instructor</i>
January 11	M__T__W__R__F__S__S__	_____	_____	_____
January 18	M__T__W__R__F__S__S__	_____	_____	_____
January 25	M__T__W__R__F__S__S__	_____	_____	_____
February 1	M__T__W__R__F__S__S__	_____	_____	_____
February 8	M__T__W__R__F__S__S__	_____	_____	_____
February 15	M__T__W__R__F__S__S__	_____	_____	_____
February 22	M__T__W__R__F__S__S__	_____	_____	_____
February 29	M__T__W__R__F__S__S__	_____	_____	_____
March 7	M__T__W__R__F__S__S__	_____	_____	_____
March 14	M__T__W__R__F__S__S__	_____	_____	_____
March 21	M__T__W__R__F__S__S__	_____	_____	_____
March 28	M__T__W__R__F__S__S__	_____	_____	_____
April 4	M__T__W__R__F__S__S__	_____	_____	_____
April 11	M__T__W__R__F__S__S__	_____	_____	_____
April 18	M__T__W__R__F__S__S__	_____	_____	_____
April 25	M__T__W__R__F__S__S__	_____	_____	_____

I hereby certify that the above hours are correct.

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date