



THE UNIVERSITY OF ARKANSAS
AT MONTICELLO

UAM SWK Field Practicum Time Sheet

Department of Social Work
P.O. Box 3619
Monticello Arkansas 71656
870-460-1747ph; 870-460-1188 fx

ACME AGENCY
123 SUCCESS STREET
Monticello, AR 71655

Field Praticum Student Future Social Worker
Field Agency Supervisor: Awesome Mentor

Work Period Start Date: 08/14/2023
Work Period End Date: 08/18/2023

Day	Date	Daily Hours	Supervision Hours	Orientation or Staff Development	Work With Client Systems	Comments
Monday	8/14/2023					
Tuesday	8/15/2023	8.00	1.00	7.00		Agency orientation, worked on Learning Plan
Wednesday	8/16/2023					
Thursday	8/17/2023	8.00		8.00		Agency orientation, reviewed policies and procedures
Friday	8/18/2023					
Saturday						
Sunday						
SubTotal: Hours for this week		16.00	1.00	15.00		
Previous Hours: Total Cumulative hours from last week						
Total Cumulative Hours		16.00		15.00		

Day	Date	Daily Hours	Supervision Hours	Orientation or Staff Development	Work With Client Systems	Comments
Monday	8/21/2023					
Tuesday	8/22/2023	8.00		2.00	6.00	Worked on Learning Plan and sat in on client interviews
Wednesday	8/23/2023					
Thursday	8/24/2023	8.00	2.00	1.00	5.00	Worked on Learning Plan w/Fl, attended staff meeting, shadowed advocate during client meeting
Friday	8/25/2023					
Saturday						
Sunday						
SubTotal: Hours for this week		16.00	2.00	3.00	11.00	
Previous Hours: Total Cumulative hours from last week						
Total Cumulative Hours		16.00	2.00	3.00	11.00	

Field Practicum Student signature _____ Date _____

Field Instructor signa _____ Date _____

Calculating hours/minutes: Please remember the following formula: 15 minutes = .25 hours; 30 minutes = .50 hours; 45 minutes = .75 hours; and 1 hour = 1.0 hours. If you didn't work a full 15 minutes you would round up or down to the next closest increment. For instance, if you worked 10 minutes you would round up to 15 or .25 hours. If you worked 1 hour and 32 minutes, you would round down to 1 hour and 30 minutes or 1.5 hours.