



AN HONORS UNIVERSITY IN MARYLAND

**University of Maryland, Baltimore County
Baccalaureate Social Work Program
Office of Field Education**

Student Timesheet

This form has been designed to help students and field instructors monitor the amount of time the student spends working at their placement agency. This time sheet should be initialed by the field instructor on a weekly basis and submitted along with the monthly reports to the liaison by the dates listed on the Field Calendar. This document will ensure that you receive credit for your time in the field placement. *Make and save your entries each week, but do not sign this form until the end of the month.*

Student Name: *[Student Name]*

Week of:

DAY	TIME IN	TIME OUT	TOTAL HOURS
Monday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total hours worked this week:			

Field Instructor's Initials: Date:

Week of:

DAY	TIME IN	TIME OUT	TOTAL HOURS
Monday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>