

**University of Nevada, Las Vegas
School of Social Work
Field Education Program**

Field Practicum Time Sheet

Semester		Year	
Student		Agency	
Name		Agency Name	
Email		AFI Name	
Telephone		Telephone	

Instructions:

- Time spent on each activity needs to be rounded to the nearest quarter hour (ex. If you spend 1 hour and 42 min. on case notes you would enter 1.75. **Only enter numbers**).
 - The program will automatically total your hours for you.
 - Remember to include 1.5 hours weekly for reading and journaling

**Note: If the totals are not adding up properly, simply clear the total box and then hit enter.
The program will recalculate**

Week 1 – Date Range:

	Activity	Time Spent
Monday		
Total Hours:		
Tuesday		
Total Hours:		
Wednesday		
Total Hours:		
Thursday		
Total Hours:		
Friday		
Total Hours:		
Saturday/Sunday		
Total Hours:		
Total Hours (Week):		Total Hours (Semester):