

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

Field Practicum Time Sheet

Select Course From List

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

Instructions:

**You MUST have Adobe Reader installed prior to entering data. Download here:
get.adobe.com/reader/**

- 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 hour weekly for reading and .5 weekly for journaling

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

Date Range (Monday – Sunday):

	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):
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AFI Signature: _____ Date: _____

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