



MSW Field Education Timesheet

Field placement hours are counted as seven (7) hours per day and three and a half (3.5) hours per half day. Lunch is not included in the calculation of field placement hours and are not to be included below as field hours. Timesheets must be submitted at the end of each term - in December for the Fall term, and in April for the Winter term. If you are in a Block placement, please submit your timesheet at the mid-way point.

Overtime hours are not expected nor encouraged; however, we realize it may sometimes be unavoidable. If you are asked to do overtime hours, please discuss this with your Field Coordinator.

The purpose of the timesheet is to capture the total number of hours spent in field placement to ensure that the standard set by CASWE and OTSTCFQ is met. Days not spent in field practice, i.e. wellness days, are not counted as hours and are not to be entered on the timesheet.

Date: Field Hours: Date: Field Hours:

Summary table with columns: TOTAL HOURS FROM ABOVE (A), TOTAL HOURS FROM ABOVE (B), TOTAL ACCUMULATED HOURS (A + B)

Signature table with rows: Student Name, Student ID, Student Signature, Field Instructor Signature