

Practicum Timesheet Template

Alternative Templates:

It is permissible to use alternative templates, given mutual agreement between the supervisor/agency and student.

If using paper copies, students will need to scan completed copies and upload them to Brightspace. It is recommended that students keep personal records of these documents regardless of formats used.

Documenting Hours:

Document the number of hours worked in relation to the placement only.

It is recommended that the student complete this form weekly. Signatures should be completed monthly at a minimum.

*Students completing employment-based practicums cannot document more than 20 hours per week (BSW or first-year MSW placements) or 25 hours per week (second-year MSW placements, including advanced standing), unless an exception has been otherwise provided by the Office of Practicum Education due to extraordinary extenuating circumstances.

Practicum Supervisor Signatures:

Timesheets must be signed by both the student and supervisor at least once per month at minimum.

Digital signatures from practicum supervisors must be completed/entered using appropriate technology to prevent questions of forgery (for example: not typed directly into a word document, a certified digital signature should be entered).

Due Dates:

Total hours completed for the semester must be submitted to Brightspace by the end of the designated semester, by the due date indicated for that term.

Hours:

BSW and First year students must complete a minimum of 400 hours in total for the year (160 or more in the fall semester), and second-year MSW students (including advanced standing) must complete a minimum of 500 hours in total for the year (200 or more in the fall semester).

Additional Note* The one hour of individual weekly supervision, and up to one hour per week spent completing process recordings can be counted towards weekly practicum hours. Additional questions regarding qualifying hours/activities can be directed to the faculty advisor or the Office of Practicum Education.

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Month:		Year:		
Dates	Times	Hours	Documentation of individual supervision meetings (length of meeting)	Hours, including supervision
<i>Example: Mon, 9/4</i>	<i>Example: 1:00 - 5:00</i>	<i>Example: 4</i>	<i>Example: 1 hour</i>	<i>Example: 5</i>
Monthly total number of supervision hours only:				
Month total, hours completed (including supervision hours):				
Overall total hours completed to date (including supervision hours): (Add hours from previous months as applicable)				

NAMES		SIGNATURES		Date of Signature
Student Name:		Student Signature:		
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