

MONTHLY TIME LOG

A monthly time log is an optional, but strongly recommended tool students should use to track the number of clock hours in field each month. A monthly time log requires a signature from both the student and the field instructor, which will help to eliminate possible discrepancies regarding the obtainment of clock hours for the semester. If the field placement agency has its own system of tracking field placement clock hours, students should use it rather than the one provided by the School. However, if the agency doesn't have a system, students are encouraged to use the School's format.

EXPLANATION

The School's recommended format is as follows:

Week: list the week in which clock hours are being recorded.

Days (listed): list the hours of field work performed on the days indicated.

Summary of Tasks: provide a brief description of the tasks completed each week, over the course of one calendar month.

Students must be in field at least two days per week in order to accrue 16 hours per week towards the specific number of clock hours needed as determined by credit hour. Arrangements can be made between the student and field instructor to be in field more frequently if needed. Students should consult the Field Education for Undergraduate Students and Field Education for Graduate Students sections of the Field Manual to determine which days they are to be in field. The monthly time log should be complete and thorough enough in describing tasks to avoid confusion.

**WSU - SCHOOL OF SOCIAL WORK
FIELD EDUCATION MONTHLY TIME LOG EXAMPLE**

Student's Name Jane Doe
 Program (BSW or MSW) / Year BSW/ Junior
 Month/ Year Submitted January 2007

Field Placement Agency Wayne State Univ
 Field Instructor's Name John Doe
 Faculty Advisor's Name Professor John Smith

HOURS

Week	MON	TUES	WED	THUR	FRI	SAT	SUN	Total
Jan 2	8	8						16

Summary of Tasks: Reviewed mission and vision statements; Read operations manual; Met with field instructor and outlined learning contract

Week	MON	TUES	WED	THUR	FRI	SAT	SUN	Total
Jan 9	8	8						16

Summary of Tasks: Observed 3 group therapy sessions; Met with 2 clients to complete pre-planning paperwork; Shadowed a case manager for ½ day; Participated in person-centered planning training sessions

Week	MON	TUES	WED	THUR	FRI	SAT	SUN	Total
Jan 16	8	8						16

Summary of Tasks: Researched other nonprofit agencies in the area and started to compile a binder of services provided; Observed 3 group therapy sessions; Met with 2 clients to complete psycho-social assessments; Attended directors meeting

Week	MON	TUES	WED	THUR	FRI	SAT	SUN	Total
Jan 23	8	8						16

Summary of Tasks: Continued to research other area nonprofit agencies; Completed learning contract; Co-facilitated 3 group therapy sessions; Provided grief counseling to 2 clients; Attended a staff meeting and training

Week	MON	TUES	WED	THUR	FRI	SAT	SUN	Total
Jan 30	8	8						16

Summary of Tasks: Completed research of other area nonprofit agencies and submitted resource folder; Co-facilitated 3 group therapy sessions; Provided grief counseling to 3 clients; Created instruction material for life skills group

_____ Signature of Student/ Date	_____ Signature of Field Instructor/ Date
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