



# WAYNE STATE

## School of Social Work

### Office of Field Education Field Placement Time Log

Student Name:  Agency:   
 Semester/Year:  Field Instructor:

**Directions:** Record total number of daily hours you reported for work at your agency. Travel to and from agency and lunch time are not counted in the total hours.  
 If your Orientation preceded the 1st week of term, enter OR and date.

Week	Day and Date	Hours	Day and Date	Hours	Day and Date	Hours	Day and Date	Hours	Day and Date	Hours	Total Weekly	Cumulative Total
	<i>Example</i>		<i>OR 8/14</i>	<i>4</i>	<i>Mon. 9/10</i>	<i>8</i>		<i>Wed. 9/12</i>	<i>8</i>		<i>20</i>	
1	<input type="text" value="OR 8/15"/>	<input type="text" value="4.5"/>	<input type="text" value="TU 8/29"/>	<input type="text" value="7.5"/>	<input type="text" value="TH 8/30"/>	<input type="text" value="8"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	20	20
2	<input type="text" value="TU 9/5"/>	<input type="text" value="8"/>	<input type="text" value="TH 9/7"/>	<input type="text" value="8"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	16	36
3	<input type="text" value="TU 9/12"/>	<input type="text" value="8"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	8	44
4	<input type="text" value="TU 9/19"/>	<input type="text" value="7.75"/>	<input type="text" value="TH 9/21"/>	<input type="text" value="8"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	15.75	59.75
5	<input type="text" value="TU 9/26"/>	<input type="text" value="8"/>	<input type="text" value="TH 9/27"/>	<input type="text" value="8"/>	<input type="text" value="FRI 9/28"/>	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	20	79.75
6	<input type="text" value="TU 10/3"/>	<input type="text" value="8"/>	<input type="text" value="TH 10/5"/>	<input type="text" value="7"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	15	94.75
7	<input type="text" value="TU 10/10"/>	<input type="text" value="7.75"/>	<input type="text" value="TH 10/12"/>	<input type="text" value="8"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	15.75	110.5

Week 1 should include all hours completed before the official start date of field (for example, a mandatory orientation) and any hours completed in field during your first week. In this example OR has been put before the date to designate that this was an orientation.

Each row designates a week and should only contain the hours in field for one week, Sunday through Saturday, except the first week which may show additional hours accrued before the start of practicum.

DO NOT enter the total hours for the week. When you click on SAVE, the system will automatically total your hours for the week in the next to the last column and calculate the cumulative total in the final column.