

Student Name: _____

FALL 2015 – (10 and 14 hours) BSW Student

Junior Undergraduates are in the field a minimum of 300 hours per academic year. Senior Undergraduates are in the field a minimum of 400 hours per academic year. Please indicate the number of hours and process recordings completed each week and check off that you had supervision each week. Field Instructor and Students **must** sign this attendance sheet. **Students MUST remain in placement until the last day of the semester even if they have completed the minimum required number of hours.** Please submit a copy of this form with the fall semester field evaluation. Refer to the Field Calendar for submission dates.

Week of:	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total # Hours	# of Process Recordings	Weekly Supervision
September 7	Labor Day	First Day of Field								
September 14										
September 21										
September 28										
October 5										
October 12										
REMINDER: SIX WEEK ASSIGNMENTS ARE DUE FRIDAY, OCTOBER 16, 2015										
October 19										
October 26										
November 2										
November 9										
November 16										
November 23				Thanksgiving Recess No Field						
November 30										
December 7										
December 14										
December 21		Holiday Break 12/24/15 -1/3/16								

All students return to field on January 4th, 2016

**MID-YEAR STUDENT EVALUATION, ATTENDANCE SHEET & PROCESS RECORDING PORTFOLIO
ARE DUE ON JANUARY 6, 2016**

An Incomplete grade will be assigned if the required documents are not received by the due date

Total Hours Earned for the FALL 2015 Semester _____

Student Signature _____ Date: _____

Field Instructor Signature _____ Date: _____

Student Name: _____

SPRING 2016 – (10 and 14 hours) BSW Student

Junior Undergraduates are in the field a minimum of 300 hours per academic year. Senior Undergraduates are in the field a minimum of 400 hours per academic year. Please indicate the number of hours and process recordings completed each week and check off that you had supervision each week. Field Instructor and Students must sign this attendance sheet. Students MUST remain in placement until the last day of the semester even if they have completed the minimum required number of hours. Please submit a copy of this form with the spring semester field evaluation. Refer to the Field Calendar for submission dates.

Week of:	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total # Hours	# of Process Recordings Completed	Weekly Supervision	
REMINDER: ALL MID-YEAR EVALUATIONS & ATTENDANCE SHEETS ARE DUE WEDNESDAY, JANUARY 6, 2016											
January 4											
January 11											
January 18	MLK Day (No Field)										
January 25											
February 1											
February 8											
February 15											
February 22											
February 29											
March 7											
March 14	SPRING BREAK (NO CLASS OR FIELD)										
March 21											
March 28											
April 4											
April 11											
April 18											
April 25											
REMINDER: FINAL (SPRING) EVALUATIONS & ATTENDANCE SHEETS ARE DUE FRIDAY, April 29, 2016											
May 2						Last Day of Field					
May 9											

EVALUATION, ATTENDANCE SHEETS & PROCESS RECORDING PORTFOLIO ARE DUE ON April 29, 2016
An Incomplete grade will be given if the required documents are not received by the due date

Total Hours Earned for the Spring 2016 Semester _____

Student Signature _____ Date: _____

Field Instructor Signature _____ Date: _____