**Documentation of Placement Hours**

**Field Education**

UISSW does not require students to formally record hours completed for field placements, although some agencies do. This form is an optional record to help both the student and Field Instructor maintain a record of hours completed.

Guidelines for Counting Hours:

|  |  |
| --- | --- |
| **What can be counted towards placement hours:** | **What cannot be counted towards placement hours:** |
| Time spent at the agency, participating in agency-related activities | Travel to and from your home to your placement agency |
| Travel to meetings, other agencies, trainings, and other placement related activities, with approval by Field Instructor | Seminar sessions and homework related to seminar |
| Professional development sessions, trainings, staff meetings, shadowing opportunities, etc. with approval by Field Instructor | Meal breaks |
| Webinars and/or reading placement-related material, with approval by Field Instructor | Time the student was scheduled to be at placement but did not attend due to illness, inclement weather, etc. |
| Research related to placement, with approval by Field Instructor |  |

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Semester/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Agency: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Placement Hours Timesheet**

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| **Week** | **Date** | **Hours Worked** | **Cumulative Hours** |
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| **Total Hours:** | | |  |