Student Hourly Recording Form

Human Services Fieldwork Office

Student Name:_____

Agency Name:_____

Agency Phone Number:_____

Agency Address:_____

Supervisor Name:_____

SEMINAR: (check one) ❑ 396 ❑ 495 ❑ 496 INSTRUCTOR:_____

SEMESTER: (check one) ❑ Fall ❑ Spring ❑ Summer YEAR:_____

INSTRUCTIONS TO RECORD FIELDWORK HOURS:

Record your in-and-out time that you interned at your fieldwork site on the corresponding line. Supervised fieldwork hours include meetings with your supervisor, time you attended virtual staff meetings, trainings, or other types of direct contact with your supervisor. Independent fieldwork hours include time when you were not with a supervisor or were functioning independently. Your total hours per day include BOTH supervised and unsupervised time. Add the hours across and enter a running grand total on the far right column. Turn in final copy at the end of the semester with your supervisor's signature verifying the completion of 120 hours to your instructor.

Fieldwork Hours

Date	In	Out	Supervised Fieldwork Hours	Independent Fieldwork Hours	Total Hours/Day	Running Grand Total of Hours

Date	In	Out	Supervised Fieldwork Hours	Independent Fieldwork Hours	Total Hours/Day	Running Grand Total of Hours

Revised 07/20

Date	In	Out	Supervised Fieldwork Hours	Independent Fieldwork Hours	Total Hours/Day	Running Grand Total of Hours

Total Fieldwork Hours: _____

Student's Signature: _____

Supervisor's Signature: _____

****NOTE:** Failure to finish 120 hours or to get a valid signature from your supervisor will result in an Incomplete grade for the course. It is student's responsibility to turn in completed hours to your instructor prior to the ending of the semester.