Master of Social Work Program

Field Education Office Record of Practicum Hours

# Student’s Name: Field Instructor: Agency: Site/Unit:

Semester/Session:

# Year:

You are required to meet with your Field Instructor (FI) to reschedule any missed hours. Substantive changes in your schedule must be reviewed and approved by your Faculty Liaison prior to implementation.

You are not allowed to accelerate the accumulation of hours in order to finish practicum at an earlier date.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Month of:** |  | **Month of:** |  | **Month of:** |  | **Month of:** |  | **Month of:** |  |
| **Date** | **Hours** | **Date** | **Hours** | **Date** | **Hours** | **Date** | **Hours** | **Date** | **Hours** |
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| Total Hrs.  |  | Total Hrs. |  | Total Hrs. |  | Total Hrs. |  | Total Hrs. |  |

FI's Initials FI's Initials FI's Initials FI's Initials FI's Initials

Field agency hours by semester/session

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Field Seminar Hours

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| **Month** |  | **Month** |  | **Month** |  | **Month** |  | **Month** |  |
| Hours |  | Hours |  | Hours |  | Hours |  | Hours |  |

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Sub-total seminar hours:

**In your practicum you are required to complete a minimum of 250 hours per semester, with a total of 500 hours each year.**

Signature of student:

Date:

*At the end of each month please provide your field instructor with a copy of this form.*

*If there are any discrepancies, please discuss immediately with your Field Instructor.*

*At the mid-practicum and final field evaluation, please provide your Faculty Liaison with a copy of your documentation.*

Rev.07/21