



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.

Month of:		Month of:		Month of:		Month of:		Month of:	
Date	Hours	Date	Hours	Date	Hours	Date	Hours	Date	Hours
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

Field Seminar Hours

Month	Month	Month	Month	Month
Hours	Hours	Hours	Hours	Hours

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.*