



ANGELO STATE UNIVERSITY
Field Education Time Sheet & Analysis

Week of _____ to _____

Department of Psychology, Sociology, and Social Work

Specify the Number of Hours in Each Category = Total Hours

Date	Time	Lunch	Time Out	Total: Day	Orientation or Staff Development	Work with Client Systems	Supervision	Other
Total Hours for this Week								
Previous Hours								
Total Cumulative Hours								

Round all times to the **nearest .25 hour** (i.e., 15 min. = .25; 30 min. = .50; 45 min. = .75)

 Student Signature

 Date

 Field Instructor Signature

 Date

Activity Description for Each Category:

ORIENTATION/STAFF DEVELOPMENT:

- Professional Reading
- Observing Other Staff
- Attending Meetings

SUPERVISION:

- Time spent directly in supervisory meetings

WORK WITH CLIENT SYSTEMS: - Case Recording – Contacts with Other Agencies

- Client Intakes/Interviews - Community Work – Couple/Family Sessions
- Community Meetings – Group Sessions- Telephone Info & Referral

OTHER:

- Case Recording
- Travel Time
- Writing Reports