Student Hourly Recording Form Human Services Fieldwork

Student Name:						
Agency Name:						
Agency Phone Number:						
Agency Address:						
Supervisor Name:						
SEMINAR: (check one) □ 396 □ 495 □ 496 INSTRUCTOR:						
SEMESTER: (check one)						
INSTRUCTIONS TO RECORD FIELDWORK HOURS:						
Record your in-and-out time on the date that you interned at your fieldwork site on the corresponding lines.						
It is mandatory that each student meets the required minimum time of 30 minutes to one-hour of supervision weekly; there is a place at the end of this form for site supervisors to attest to the hours reported at the end of the semester. Examples of supervised fieldwork hours include: virtual meetings, staff meetings, trainings, or other types of direct contact with the supervisor.						
Students will upload the finalized copy at the end of the semester in your CANVAS course with both the student and site supervisor signatures to confirm that all requirements have been completed. The total of 120 hours per semester include BOTH supervised and unsupervised time.						

Fieldwork Hours

Date	In	Out	Total Hours/Day	RunningTotal of Hours

Date	In	Out	Total Hours/Day	Running Total of Hours

Confirmation statement for supervisor to sign off the mandatory weekly supervised fieldwork hours, at least 30 minutes to 1 hour weekly:						
I, veri mandatory supervised hours wee	verify and confirm that I met with for the veekly throughout the duration of the internship.					
Supervisor's Signature:	······································	Date:				
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 the student's responsibility to turn in completed hours and upload the form to your CANVAS course at the end of the semester.