FORDHAM | Graduate School of Social Service
THE JESUIT UNIVERSITY OF NEW YORK

FIELD PLACEMENT
Timesheet

Students need to keep an accurate track of the time spent at their placement. Timesheets should be filled out daily by the student and signed off weekly (during supervision) by the Field Instructor. On a monthly basis timesheets should be submitted to your Field Advisor.

Month: ______________________ Student Name: ______________________

Date	Time-In	Time-Out	Total Hours	Supervisor Initials

TOTAL HOURS PER MONTH ______________________

Student Signature

Supervisor Signature

Field Advisor

Date