

**TEXAS A&M UNIVERSITY-COMMERCE**  
**Field Practicum Time Sheet & Analysis**

Week of \_\_\_\_\_ to \_\_\_\_\_

Specify the Number of Hours in Each Category = Total Hours

Date	Time In	Lunch	Time Out	Total – Day	Orientation or Staff Developmt.	Work with Client Systems	Supervision	Other
Total Hours for this Week								
<b>Previous Hours</b>								
<b>Total Cumulative Hours</b>								

Round all times to the **nearest .25 hour** (ie., 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

**WORK WITH CLIENT SYSTEMS:**

- Client Intakes/Interviews
- Couple/Family Sessions
- Group Sessions
- Telephone Info & Referral
- Contacts With Other Agencies
- Community Work
- Community Meetings

**SUPERVISION:**

- Time spent directly in supervisory meetings

**OTHER:**

- Case Recording
- Writing Reports
- Travel Time