FORM 5

TIME SHEET

Dates Covered: / / to / / Student Name:

 Dd/mm/yy to dd/mm/yy

Agency: Field Supervisor: Field Liaison:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dated/m/y | Hours of PlacementFrom To | Total hrs/day | Brief description of duties | # of hrs of 1:1 Supervision | Additional Comments by Field Instructor |
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| # of days this period |  | # of hrs this period |  |  |  | # of hrs this period |  | Signature of Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of Field Supervisor\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| # days previous |  | # hrs previous |  | # hrs previous |  |
| Total to Date |  | Total to Date |  | Total to date |  |

\*total hours to date must be completed and staff on duty or field supervisor signature or the time sheet is invalid

\*\*fordged signatures is an academic violation and will result in the failure of the field placement and seminar course.

A minimum 220 hours is expected in placement; 200 hours minimum with faculty approval only ie lockouts, extreme illness, accommodation specified