



Hayward Record of Practicum Hours

Foundation Year Advanced Year

Student's Name: _____ Month: _____ Year: _____

Agency: _____ Field Instructor: _____

In the foundation year of field students are required to complete a minimum of 480 hours. In the advanced year students must complete a minimum of 600 hours. Students are required to arrange with their field instructor to reschedule any missed hours. Substantive changes in one's schedule must be reviewed and approved by the faculty liaison prior to implementation. Students are not allowed to accelerate the accumulation of hours in order to finish practicum earlier nor are they allowed to carry over hours from semester to semester.

Please document your time in increments of 15 minutes:

15 mins = .25 30 mins = .5 45 mins = .75 60 mins = 1 (Example : 8hrs 36min=8.5 8hr 18 min=8.25)

Day	Date	Hours	Day	Date	Hours

Total Hours for Month _____

Total Hours for MSW Program _____

At the end of each month please provide the field instructor with a copy of this form for his/her signature. If there are any discrepancies, please discuss them immediately with the field instructor. Records of hours should be submitted monthly to the field liaison.

Signature of Student: _____ Date ____/____/____

Signature of Field Instructor: _____ Date ____/____/____

Signature of Faculty Field Liaison: _____ Date ____/____/____