

You may use this document template to keep track of your hours during the practicum. However, it is ultimately up to your practicum supervisor to confirm you have completed the 400 hours at the end of the semester.

Tips - When recording your hours please record to the nearest quarter hour 8:00, 8:15 not 8:06, 8:13. If you take time off during the day which is not work involved please list it in the second set of Time Out Time In, then record your end of day time.

Open the word doc, Save with your name, enter your information and then save the document in a folder on your desktop. You can share this document with your practicum supervisor in your supervision meetings.

Thank you

### **PRACTICUM TIMESHEET**

Student Name \_\_\_\_\_

Agency Name \_\_\_\_\_

Date	Time In	Time Out	Time In	Time Out	Total Hours