 **MSW Field Education *Electronic* Time & Tasks Log**

**Courage** **|** **Compassion** **|** **Competence** **|** **Engage**. **Assess.** **Intervene. Evaluate.**

**Program Status:** Foundation- Full Time

**Semester:**  Fall  
**Academic Year Start:** 2016

**Program Location:** Akron Campus

|  |  |  |
| --- | --- | --- |
| **Student Name** | | James Noway Jr. |
| **Agency** | | Agency Wonderful |
| **Home Phone** | | 440-777-1234 |
| **Cell Phone** | | same |
| **Email** | jnoway@uakron.edu | |

**Week of: 9/12/2016**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
|  | 8hrs. 8 a.m. -4:00 p.m. |  | 8 hrs. 8 a.m. – 4:00 p.m. |  |  |  |
| ***Weekly Total of hours: 16*** | | | | | | |
| ***Tasks/Activities that support the development of Competencies***:  I both attended and participated in an agency orientation. This orientation included information on the agency, the departments, a tour of the facility, dress code, communication process, supervision schedule for the semester, and was taken to my designated student area for this academic year. I completed 4 hours of research at the agency library on conducting effective groups with the agency’s target population, observed a group, and discussed the role & impact of group dynamics with my field instructor during scheduled supervision time along with my research findings. My field instructor and I began discussion on my learning opportunities for the academic year and how we will place this information in the Student Learning Contract.  (Narrative should reflect examples of skills required for an emerging professional- including examples of engagement, assessment, intervention, and evaluation.) | | | | | | |

**Week of: 9/19/2016**

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| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
|  | 8.0 hrs.  8 a.m.-4:00 p.m. |  | 8.0 hrs.  8 a.m. -4:00 p.m. |  |  |  |
| ***Weekly Total of hours: 16*** | | | | | | |
| ***Tasks/Activities that support the development of Competencies***:  I scheduled agency interviews with staff to begin an organizational needs assessment, initiated research to design a professional development training program, observed and practiced writing summary notes on the same group from last week, this week. During supervision, we reviewed my summary notes to determine if I captured in writing clients’ behaviors illustrating group dynamics as well as my emerging ability to notice behaviors of engagement, assessment, intervention, and evaluation during client contact between worker and group members. During this same period, we continued discussion on the contents of my learning plan, reviewed the field calendar to identify due dates for this plan, and I began to type the document in preparation for review next week.  (Narrative should reflect examples of skills required for an emerging professional self - including examples of engagement, assessment, intervention, and evaluation.) | | | | | | |

**Week of: 9/26/2016**

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| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
|  | 8.0 hrs.  8 a.m.-4:00 p.m. |  | 8.0 hrs.  8 a.m.-4:00 p.m. |  |  |  |
| ***Weekly Total of hours: 16*** | | | | | | |
| ***Tasks/Activities that support the development of Competencies***:  The focus of this week was on refining the learning contract to ensure it reflected my development of professional self and activities and projects allowing me to develop skills in engaging, assessing, intervention, and evaluation. I shadowed and observed several experienced social workers and practiced documenting these observations/shadowing experiences. Informal meetings with the administrative and janitorial staff provided me with insight into the importance of a team approach to helping our client system.  The clients spend much time talking with these two groups of people and I was able to create agenda items for weekly supervision on better ways to engage and intervene with one of the observed clients.  (Narrative should reflect examples of skills required for an emerging professional self - including examples of engagement, assessment, intervention, and evaluation.) | | | | | | |

**Week of: 10/3/2016**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
|  | 10.0 hrs.  8 a.m.-6:00 p.m. |  | 6.0 hrs.  8 a.m.-2:00 p.m. |  |  |  |
| ***Weekly Total of hours: 16*** | | | | | | |
| ***Tasks/Activities that support the development of Competencies***:  Prepared and co-led several intake assessments with homeless families. Practiced documentation of assessments and incorporated feedback obtained during supervisory session. Field Instructor and I completed and approved my learning contract and scheduled required field faculty liaison visit. Presented an oral and written outline for a professional development training program and scheduled to present outline to staff at next staff meeting. Continued to volunteer to observe and work next to experienced and knowledgeable staff in a wide variety of disciplines (nursing, addiction, early education, counseling).  (Narrative should reflect examples of skills required for an emerging professional self - including examples of engagement, assessment, intervention, and evaluation.) | | | | | | |

**Total Hours for four (4) weeks= 64**

**Field Hours Signature Page**I, graduate field education student in the School of Social Work certify the information on this time & task log is accurate and I hereby authorize it to reflect my completed field hours at my assigned agency.

**Important! Signature Box Below- Field Student *required***

**A check in this box affirms that I hereby attest all of the information on this time & task log is true to the best of my knowledge and is the equivalent of my signature**.

**Graduate Field Student Name**: JN

**Signature Date**: 10/3/2016

I, assigned task supervisor, certify the information on this time & task log was reviewed by myself and is accurate. I hereby authorize it to reflect my assigned field student’s field hours at my assigned agency.

**Important! Signature Box Below- Task Supervisor (*if applicable*)**

**A check in this box affirms that I hereby attest I have reviewed all of the information on this time & task log, is true to the best of my knowledge, and is the equivalent of my signature**.

**Task Supervisor Name**:

**Signature Date**: Click here to enter a date.

I, assigned field instructor, certify the information on this time & task log was reviewed by myself and is accurate. I hereby authorize it to reflect my assigned field student’s field hours at my assigned agency.

**Important! Signature Box Below- Field Instructor *required***

**A check in this box affirms that I hereby attest I have reviewed all of the information on this time & task log, is true to the best of my knowledge, and is the equivalent of my signature**.

**Field Instructor Name**: SSW

**Signature Date**: 10/4/2016

I, assigned field faculty liaison, certify the information on this time & task log was reviewed by myself and is accurate to my knowledge. I hereby authorize it to reflect my assigned student’s completed field hours at my assigned agency.

**Important! Signature Box Below- Field Faculty Liaison *required***

**A check in this box affirms that I hereby attest I have reviewed all of the information on this time & task log, it is true to the best of my knowledge, and is the equivalent of my signature**.

**Field Faculty Liaison Name**: TM

**Signature Date**: 10/10/2016

**Time & Task Log Submission Process  
   
Step#1: Student Responsibility**Student is responsible for accurately completing the Time & Task Log, completing signature box, and electronically forwarding it to Task Supervisor, if applicable, or Field Instructor.

**Step #2:** **Task Supervisor Responsibility**  
Upon completion of signature boxes by Task Supervisor (if applicable) Task Supervisor electronically forwards this document to the Field Instructor.   
**Step #3: Field Instructor Responsibility**  
Upon completion of signature boxes by Field Instructor, Field Instructor electronically forwards this document to their assigned Field Faculty Liaison.

**Step #4**: **Field Faculty Liaison Responsibility**  
Upon review and completion of signature boxes by assigned Field Faculty Liaison, Field Faculty Liaison rename document (Academic semester, Program, Last name, First name- i.e. 2016FallgraduatePalmerTeresa) and submit to student’s assigned field contact person

**Step #5: Field Contact Person Responsibility**  
Review field hours along with Student Integrative Learning Contract & Student Evaluation and submit credit/no credit to university

**University Sites & Field Contact Persons-** select by clicking on the field contact person associated with your learner (student).

Akron campus- Undergraduate Learners – [Naomi White](mailto:naomi1@uakron.edu)

Akron campus- Graduate, Foundation Learners – [Naomi White](mailto:naomi1@uakron.edu)  
Akron campus – Graduate, Concentration Learners – [Becky Thomas](mailto:bthomas@uakron.edu)  
Lakewood campus- Undergraduate Learners – [Janice Steinmetz](mailto:jestein@uakron.edu)  
Lakewood campus- Graduate Learners –[Becky Thomas](mailto:bthomas@uakron.edu)

Wayne College – Undergraduate Learners – [Lisa Crites](mailto:lkc6@uakron.edu)

Wayne College – Graduate Learners – [Robert Terry](mailto:rpterry@uakron.edu)