



**EXAMPLE**

**MSW Field Education *Electronic Concentration Macro* Time & Tasks Log**  
**Courage | Compassion | Competence | Engage. Assess. Intervene. Evaluate.**

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**Program Status:** Concentration- Macro- Full Time

**Semester:** Fall

**Academic Year Start:** 2018

**Program Location:** Akron Campus

**Student Name** Teresa Palmer

**Field Agency** Stow Away Children and Family Services

**Home Phone** none

**Cell Phone** 222-234-2222 | tpalmer@zips.uakron.edu

**Email** tpalmer@zips.uakron.edu

**Week of: 8/27/2018**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		9 hrs. 10 a.m. - 7 p.m.		8 hrs. 8 a.m. -4 p.m.		

**Weekly Total of hours: 17**

***Tasks/Activities that support the development of Competencies:***

(Narrative should reflect examples of skills required for an emerging professional- including examples of the four core social work skills: Engagement, Assessment, Intervention, and Evaluation.)

I received an orientation to the agency this week. The orientation included individual introductions to the staff as my field instructor walked me throughout the building, as well as group introductions during my first staff meeting. My orientation also included identifying my work space, learning my way around the building, and the role and importance of staff/program meetings.

Supervisory interactions occurred as my field instructor debriefed me throughout the week to ensure that I was becoming acquainted with staff, the role of team work, field expectations, and immediately developing strategies to support my success such as learning how to 'pause and document'.



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We had our first conversation about my Student Integration Learning Contract in the staff/program meeting as my field instructor outlined tentative objectives in each of the three learning areas: Direct Practice, Service Impact, and Professional Learning. Staff verbalized support of these learning objectives and eagerly began to identify additional ones.

There seems to be an investment in having a student in this organization.

**Week of: 9/3/2018**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Insert	total	hours	and	beginning	to	end

**Weekly Total of hours: 17**

**Tasks/Activities that support the development of Competencies:**  
 Narrative should reflect examples of skills required for an emerging professional- including examples of the four core social work skills: Engagement, Assessment, Intervention, and Evaluation

**Week of: 9/10/2018**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**Weekly Total of hours: 17**

**Tasks/Activities that support the development of Competencies:**  
 Narrative should reflect examples of skills required for an emerging professional- including examples of the four core social work skills: Engagement, Assessment, Intervention, and Evaluation



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**Week of: 9/17/2018**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**Weekly Total of hours: 17**

**Tasks/Activities that support the development of Competencies:**

Narrative should reflect examples of skills required for an emerging professional- including examples of the four core social work skills: Engagement, Assessment, Intervention, and Evaluation

**Total Hours for four (4) weeks= 68**

**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:** Teresa Palmer

**Signature Date:** 9/21/2018

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.



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**Important! Signature Box below- Task Supervisor (*required, 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:** Larry Levelhead

**Signature Date:** 9/22/2018

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:** Marcia Auspicious

**Signature Date:** 9/25/2018



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## 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

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**University Sites** - select by clicking the site associated with your learner (student).

- Akron campus- Undergraduate Learners
- Akron campus- Graduate, Foundation Learners
- Akron campus – Graduate, Concentration Learners
- Lakewood campus- Undergraduate Learners
- Lakewood campus- Graduate Learners
- Wayne College – Undergraduate Learners
- Wayne College – Graduate Learners