

WEEKLY STUDENT REPORT

Report for Week of _____ to _____

Maintaining confidentiality, report briefly the activities in which you have been engaged (such as client interviews; case recordings; letters; conferences with supervisor, staff, or consultants; special meetings; case studies; etc.) during this report week. Also record your hours worked to the quarter hour.

Agency/Unit _____ Field _____ Instructor _____

Day 1: Date: _____ Day 2: Date: _____ Day 3: Date: _____

Time In:	Time In:	Time In:
Meal/Break:	Meal/Break:	Meal/Break:
Time Out:	Time Out:	Time Out:
Total Hrs./Day:	Total Hrs./Day:	Total Hrs./Day:

Total Hours Day 1: _____ Hours Carried Forward: _____ Codes: NL = No Lunch
 Total Hours Day 2: _____ Total Hours for Week: _____ WL = Working Lunch (inc. activity)
 Total Hours Day 3: _____ SV = Supervision
 TOTAL HOURS TO DATE STM = Staff Meeting
 FOR SEMESTER _____ TR = Travel (only if approved by
 coor.)

Student Signature _____ Date _____

I have reviewed this Weekly Student Report and it is accurate to the best of my knowledge.

Field Instructor Signature _____ Date _____