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**FIELD INSTRUCTION – DOCUMENTATION OF HOURS**

**\*Due at the end of the field experience signed by all parties.**

**GUIDELINES: TRAVEL TIME, PROFESSIONAL DEVELOPMENT TRAININGS, LUNCH BREAKS, FEDERAL/STATE/AGENCY HOLIDAYS**

|  |  |
| --- | --- |
| **What can be counted as hours** | **What cannot be counted as hours** |
| Travel to meetings, other agencies, client homes | Travel to and from the agency from place of residence |
| Travel to and from seminar if agency is outside the Cedar Valley (Waterloo, Cedar Falls, Waverly); Attendance at seminar (up to 40 hours) | Travel to and/or from seminar if it is at the beginning or end of work day |
| Lunch breaks that involve direct client contact or when traveling for internship related activities over the lunch break | Travel to professional development sessions if over 2 hours away, including overnights prior to or after the professional development session |
| Professional development sessions, if approved by your agency instructor | Lunch breaks |
| Travel to professional development sessions if under 2 hours away | Federal, state and/or agency holidays in which students did not complete field experience activities towards their field hours. |
| Webinars and/or book reads, if approved by your agency instructor/supervisor. Limits to how many hours can apply are recommended. | On call hours when not engaged in on call activities or other relevant learning activities assigned by site supervisor. |

\*any special circumstances should be discussed with your agency instructor and faculty liaison for approval.

**Student name:**

**Semester/Year:**

**EXAMPLE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **WEEK** | **DATES** | **HOURS WORKED** | **CUMULATIVE HOURS** |
| **May 11, 2015** | **May 11** | **7** |  |
|  | **May 12** | **8** |  |
|  | **May 13** | **6** |  |
|  | **May 14** | **7** |  |
|  | **May 15** | **7** | **35** |
| **May 18, 2015** | **May 18** | **5** |  |
|  | **May 19** | **7** |  |
|  | **May 20** | **6** |  |
|  | **May 21** | **8** |  |
|  | **May 22** | **7** | **68** |
| **May 25, 2015** | **Etc….** |  |  |

**HOURS:**

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| **WEEK** | **DATES** | **HOURS WORKED** | **CUMULATIVE HOURS** |
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| **TOTAL HOURS:** | | | |

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Student's Signature Date

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Agency Field Instructor's Signature Date

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UNI Social Work Faculty Liaison's Signature Date

Revised Feb 2021