

**HUMAN SERVICES PROGRAM
MIDLANDS TECHNICAL COLLEGE
FIELD PLACEMENT WEEKLY REPORT**

Name: _____ Agency: _____ Date: _____

Instructions:

- This report will be collected each week at the beginning of class. Please complete prior to class time.
- Do not place multiple weeks on a time sheet. There should be one time sheet per week.
- Hours should be checked to make sure they are added correctly.
- Lunches of at least 30 min. (where applicable) are to be taken – just like you would at a regular job.
- Maintain a copy for your own file. You are to keep a running total of your hours.
- Always record time on the quarter hour (example: 12:15pm = 12.25; 12:30pm = 12.5; & 12:45pm = 12.75)
- Site supervisor or designee needs to initial each daily entry.

Date	Time-in / Time-out (Ex: 8:00am-12:00pm)	Lunch (Ex: -30 min.)	#Hours	Initials of Site Supervisor
_____	_____ - _____	_____	_____	_____
_____	_____ - _____	_____	_____	_____
_____	_____ - _____	_____	_____	_____
_____	_____ - _____	_____	_____	_____
_____	_____ - _____	_____	_____	_____
_____	_____ - _____	_____	_____	_____
_____	_____ - _____	_____	_____	_____
_____	_____ - _____	_____	_____	_____
_____	_____ - _____	_____	_____	_____
_____	_____ - _____	_____	_____	_____

TOTAL # HOURS (FOR WEEK) _____

Description of Activities:

State objectives attempted to be accomplished (see Learning Contract).

1. _____
2. _____
3. _____
4. _____

Describe activities of the week and indicate relevant objective above.

Describe your most meaningful experience(s) of the week.

Describe any problem(s) encountered this week and your solutions(s).

Student Signature

Agency Supervisor Signature