

## Sonia Timesheet Entries

### What should my timesheets include?

There is a drop-down menu that allows students to select from 6 choices:

- Direct Practice
- Indirect Practice
- Field Supervision
- Self-Care
- Agency Travel
- Clinical Intensives (MSW ADV YEAR STUDENTS ONLY)

### Each Day:

- Enter the time
- Select the type of activity
- Select a sub-activity for each **direct practice entry** (individual, family, group, organization, community). For direct practice entries make sure to include if you were observing/co-leading/leading, intervention or modality working on, and either the client initials or client number.
- Provide a brief description of the activity in the comments section (**maintain confidentiality**)
- Save entry

**\*\*Students are likely to have 5+ timesheet entries for each day.**

### What does Direct Practice Include?

Direct is any work that has to do with the client system (individual, family, group, organization, community, etc.).

### Examples include:

- One on one contact with clients
- Preparing for sessions with clients
- Conduct a needs assessments
- Complete intervention plan
- Participation in clinical staffing
- Attending community meetings
- Observe/shadow others (e.g., individual, family, group sessions)
- Do research to find Evidence Based Program or other treatment models to help hone your skills
- Prepare notes for court staffing and then report findings to supervisor in order to discuss what is needed to prepare for in court

### What does indirect practice include?

Indirect is anything to further the knowledge of students, but is not directly related to the clients you are working with.

### *Examples include:*

- Attending an all staff meeting
- Attending a training, workshop or, conferences

### What does Field Supervision include?

The minimum one hour per week supervision time between the student and assigned Field Instructor. You **MUST HAVE 15 hours of supervision at MINIMUM.**

### What do Clinical Intensives include (For **ADVANCED YEAR MSW STUDENTS ONLY**)?

The Advanced Year MSW students attend CI's in both the fall (Online) and spring (On Campus) semesters to demonstrate knowledge and skills in live simulations and other activities.