REPORTING FIELD HOURS
For Full Time Students

Background

What Constitutes Field Education Hours

Students are responsible for completing two required components of the Field Education program. These are:

1) Time spent learning at the field placement site or conducting activities on behalf of the field placement organization. These are typically the activities that are defined in the field learning contract and evaluation. The minimum requirement is 164 hours for Field 601 and 312 hours for each of the subsequent field periods (Field 602, 603, & 604).

2) Time spent in professional development activities. The requirement for these hours is at least 12 in Field 601 and 24 in each subsequent field period (Field 602, 603, & 604).

The combination of hours spent in organization based learning and professional development activities satisfy the required field education hours.

Why Must Students Report Field Education Hours

Students report their field education hours for two purposes:

1) To document satisfactory completion of the required field hours to assist in the determination of the student’s final grade.

2) To document satisfactory completion of required field education hours to justify receipt of the work study stipend for field education.

Reporting Hours

Field hours should be reported as follows:

1) All time spent in the agency or conducting activities on behalf of the agency should be reported on the Field Placement Monthly Time Sheet. This is the 3-part form that is signed by the student and his/her field instructor. It is to be completed and submitted monthly.

This form should be completed and submitted by the third working day of the month so that a report can be sent to Student Employment in a timely manner. It is NOT necessary for the student to secure the signature of the Director of Financial Aid prior to submitting the form.

The student should distribute the Time Sheet as follows:

- White copy – Student Services
- Yellow copy – Field Education
- Pink copy – Student retains for his/her files.

Professional Development hours will NOT be reported on this time sheet.

2) Professional Development hours are to be submitted to the Office of Field Education on the Professional Development (PD log) log at the end of each semester. The PD log is to be submitted along with the student’s learning contract and evaluation. The PD log captures only the hours spent in professional development activities and is signed only by the student.

Responsibility for Completing All Requirements

It is the student’s responsibility to assure that all required hours are completed and reported appropriately.

Responsibility for Assuring that Hours are Appropriate and Completed in a Timely Manner

The student is responsible for making sure that the field hours being reported meet the appropriate criteria for what can be counted as field hours – in the agency or in professional development.

The student is also responsible for maintaining consistent progress in completing the field hours during the semester. If the student begins to fall behind, it is his or her responsibility to work collaboratively with the field instructor and the MSASS field faculty advisor to develop a plan for insuring the completion of the mandated hours.