**Sonia Timesheet Entries**

**What should my timesheets include?**

There is a drop down menu that allows students to select from 4 choices:

* Direct Practice
* Indirect Practice
* Field Supervision
* Clinical Intensives

**Each Day:**

* Enter the time
* Select the type of activity
* Select a sub-activity for each direct practice entry (individual, family, group, organization, community).
* Provide a brief description of the activity in the comments section
* Save entry

**\*\*Students are likely to have 3-5 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 client.

***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 Field Instructor (licensed social worker).

**What do Clinical Intensives include?**

This is the 2 ½ day event that advanced / specialized year students attend in both the fall and spring semesters to demonstrate knowledge and skills in live simulations and other activities.