**Sonia Timesheet Entries**

**What should my timesheets include?**

There is a drop-down menu that allows students to select from 5 choices:

* Direct Practice
* Indirect Practice
* Field Supervision
* Clinical Intensives
* Self-Care

**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). If supervision does not take place, the student may not enter those weekly hours.

**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.