

**Social Work Field Education Program  
Time Log of Field Hours**

Student Name: Asma Ahmad

Field Instructor/Agency: Pam Rodgers

Field Liaison: Maura Moore

Students are responsible for accurately reporting their time and signing this document WEEKLY. The Field Instructor's signature indicates agreement with the student's report and should be also be signed EVERY WEEK - preferably during or coinciding with the regularly scheduled supervision session held between the student and AFI. A completed copy of this log is to be given at the end of each semester to the Field Liaison. **The student strongly advised to retain a copy of this form for his/her own records.**

Minimum total hours required per semester:

**BSW - 225**

**MSW - 300**

Semester: Spring

Week 1			
Dates:	Wednesday, January 18th 2012	Hours:	8
Activities	Care Plans Two Intakes Filing Meeting families		
Student Signature: (Ahmad,Asma): <u>Asma Ahmad Apr 17, 2012</u>			
Field Instructor Signature: (Rodgers, Pam):			
Week 2			
Dates:	1/23/12; 1/25/12	Hours:	16
Activities	-6 Intakes -Care Plans -Discharge Paperwork -Medicaid Insurance follow-up for a resident -Filing/Faxing -Meeting new residents -Progress notes -Audited charts		
Student Signature: (Ahmad,Asma): <u>Ahmas Apr 17, 2012</u>			
Field Instructor Signature: (Rodgers, Pam):			
Week 3			
Dates:	1/30/12 2/1/12	Hours:	17

Activities	<ul style="list-style-type: none"> <li>-Completed new resident intake assessments</li> <li>-Progress notes</li> <li>-Care plan documents</li> <li>-Filing</li> <li>-Faxing documents to other facilities for a resident who is being evicted from WB</li> </ul>		
Student Signature: (Ahmad,Asma): <u>Asma Ahmad Apr 17, 2012</u>			
Field Instructor Signature: (Rodgers, Pam):			
<b>Week 4</b>			
Dates:	2/6/12; 2/8/12	Hours:	16.5
Activities	<ul style="list-style-type: none"> <li>-Completed Intake Assessments</li> <li>-Faxed documents for a resident to different facilities</li> <li>-Filing</li> <li>-Discharge paperwork</li> <li>-Set up stretch transportation for a resident being discharged</li> <li>-Sat in on new resident orientation</li> <li>-Learned tasks for following week (supervisor will be out of town)</li> </ul>		
Student Signature: (Ahmad,Asma): <u>Asma Ahmad Apr 17, 2012</u>			
Field Instructor Signature: (Rodgers, Pam):			
<b>Week 5</b>			
Dates:	2.13.12 2.15.12	Hours:	16
Activities	<ul style="list-style-type: none"> <li>-Talked to a residents' family about long-term care options</li> <li>-Sat in on Kaiser care plan meeting</li> <li>-Completed weekly care plan agenda</li> <li>-Faxed discharge paperwork to home health agencies</li> <li>-Faxed residents' info to other facilities</li> </ul>		
Student Signature: (Ahmad,Asma): <u>Asma Ahmad Apr 17, 2012</u>			
Field Instructor Signature: (Rodgers, Pam):			
<b>Week 6</b>			
Dates:	2.20.12 2.22.12	Hours:	14.5
Activities	<ul style="list-style-type: none"> <li>Completed Intake assessments</li> <li>Met with resident families</li> <li>Faxed paperwork for resident being evicted</li> <li>Completed discharge paperwork</li> <li>Filing</li> <li>Phone calls</li> </ul>		
Student Signature: (Ahmad,Asma): <u>Asma Ahmad Apr 17, 2012</u>			
Field Instructor Signature: (Rodgers, Pam):			
<b>Week 7</b>			
Dates:	2.27.12; 2.29.12	Hours:	16

Activities	<ul style="list-style-type: none"> <li>-Intake Assessments</li> <li>-Research on Women's Day</li> <li>-Read DSM IV Made Easy</li> <li>-Psychosocial assessments</li> <li>-Discharge paperwork</li> <li>-Faxing documents to other facilities</li> <li>-Meeting with resident families</li> <li>-Explaining long term care options to families</li> </ul>		
Student Signature: (Ahmad,Asma): <u>Asma Ahmad Apr 17, 2012</u>			
Field Instructor Signature: (Rodgers, Pam):			
<b>Week 8</b>			
Dates:	3.4.12; 3.5.12; 3.9.12	Hours:	24
Activities	<ul style="list-style-type: none"> <li>-Bought materials for Women's Day Event</li> <li>-Created posters and ballot boxes for voting on Woodbines most outstanding female employees</li> <li>-Completed Intake Assessments</li> <li>-Discharge paperwork</li> <li>-Met with resident families</li> <li>-Told residents about orientation</li> <li>-Faxed documents to facilities as requested</li> <li>-Completed Satisfaction survey report</li> <li>-Sat in on care plan meeting for a resident</li> <li>-SW Job Fair</li> </ul>		
Student Signature: (Ahmad,Asma): <u>Asma Ahmad Apr 17, 2012</u>			
Field Instructor Signature: (Rodgers, Pam):			
<b>Week 9</b>			
Dates:	3.12.12	Hours:	8
Activities	<ul style="list-style-type: none"> <li>-Completed five intake assessments</li> <li>-Completed discharge paperwork</li> <li>-Did a chart audit for 2South</li> <li>-Met with new residents and their families</li> <li>-Faxed documents as needed</li> <li>-Wrote progress notes for client interactions</li> <li>-Psychosocial assessments</li> <li>-Supervision with supervisor</li> </ul>		
Student Signature: (Ahmad,Asma): <u>Asma Ahmad Apr 17, 2012</u>			
Field Instructor Signature: (Rodgers, Pam):			
<b>Week 10</b>			
Dates:	3.19.12; 3.21.12	Hours:	16.5
Activities	<ul style="list-style-type: none"> <li>Completed Resident intakes</li> <li>New resident orientation</li> <li>Met with families</li> </ul>		
Student Signature: (Ahmad,Asma): <u>Asma Ahmad Apr 17, 2012</u>			

Field Instructor Signature: (Rodgers, Pam):			
<b>Week 11</b>			
Dates:	3.23.12; 3.26.12	Hours:	16
Activities	<ul style="list-style-type: none"> <li>-Completed 10 intake assessments</li> <li>-Discharge paperwork</li> <li>-Led new resident orientation</li> <li>-Met/spoke with families</li> </ul>		
Student Signature: (Ahmad,Asma): <u>Asma Ahmad Apr 17, 2012</u>			
Field Instructor Signature: (Rodgers, Pam):			
<b>Week 12</b>			
Dates:	4.2.12; 4.4.12	Hours:	16
Activities	<ul style="list-style-type: none"> <li>Completed 7 intake assessments</li> <li>Completed monthly discharge survey report.</li> <li>Met with residents and families</li> <li>Called families for more information on loved ones.</li> </ul>		
Student Signature: (Ahmad,Asma): <u>Asma Ahmad Apr 17, 2012</u>			
Field Instructor Signature: (Rodgers, Pam):			
<b>Week 13</b>			
Dates:	4.9.12; 4.11.12	Hours:	25
Activities	<ul style="list-style-type: none"> <li>-Completed 6 resident intake assessments and progress notes</li> <li>-Completed 4 discharges</li> <li>-Set up home health care and equipment for 5 residents</li> <li>-Read through training material about conflict resolution skills for Social Workers in skilled nursing settings</li> <li>-Called family members for more info on residents who seemed confused and disoriented</li> <li>-Set up stretcher transportation for a resident</li> <li>-Set up home health services for two residents</li> <li>-Additional Discharge Paperwork</li> <li>-Attended Resilience Conference on 4.13 from 8:30am-5pm (Approved to include in hours by supervisor and professor)</li> </ul>		
Student Signature: (Ahmad,Asma): <u>Asma Ahmad Apr 17, 2012</u>			
Field Instructor Signature: (Rodgers, Pam):			
<b>Week 14</b>			
Dates:	4.16.12; 4.18.12	Hours:	16
Activities	<ul style="list-style-type: none"> <li>-Completed 5 resident intake assessments</li> <li>-Faxed order for two residents</li> <li>-Talked to family members</li> <li>-Invited residents for orientation</li> </ul>		
Student Signature: (Ahmad,Asma):			
Field Instructor Signature: (Rodgers, Pam):			

Week 15			
Dates:		Hours:	
Activities			
Student Signature: (Ahmad,Asma):			
Field Instructor Signature: (Rodgers, Pam):			
Additional Pre-approved Hours			
Dates:		Hours:	
Activities			
Student Signature: (Ahmad,Asma):			
Field Instructor Signature: (Rodgers, Pam):			

**TOTAL NUMBER OF HOURS FOR SEMESTER: 225.5**

Student Signature: (Ahmad,Asma):

Field Instructor Signature: (Rodgers, Pam):

Liaison Signature: (Maura Moore):

*Additional hours/activities not performed between the first and last day of the GMU semester calendar MAY be credited toward the total hour requirement IF the student has obtained PRIOR permission (e.g. pre-semester orientation, non-client contact activities, winter break activities meeting continuity of care or duty standards). At the discretion of field faculty, a student showing clear justification for such hours may be credited time based on client service or agency necessity only.*