



EASTFIELD COLLEGE
KSA'S PRACTICUM TIME SHEET
Substance Abuse
(Record Hours in each Category)

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>	<i>Current Week Total</i>	<i>Cumalitive Total</i>
<i>Screening</i>									
<i>Intake</i>									
<i>Orientation</i>									
<i>Assessment</i>									
<i>Treatment Planning</i>									
<i>Counseling Mgt.</i>									
<i>Crisis Intervention</i>									
<i>Client Education</i>									
<i>Referral</i>									
<i>RPT/Record Keeping</i>									
<i>Consultation</i>									
<i>Case Mgt.</i>									
<i>Total Daily Hours</i>									

Student Signature

Date

Supervisor Signature

Date

MANDATORY: Each time sheet must reflect actual hours worked per week. Please add each to reflect Grand Total.

Time Sheets are due in the Substance Abuse/ Social Work office(7 days) ONE WEEK prior to the end of the semester. *Time Sheets are completed weekly.* **Students who fail to turn in and correctly complete time sheet will be penalized -20 points from final grade.**