

THE HONG KONG POLYTECHNIC UNIVERSITY
Department of Applied Social Sciences

Time Sheet for Fieldwork Placement (Available on CLIPS)

Student : _____ Week : _____ Agency / Unit : _____

Date Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
	/	/	/	/	/	/	/
AM							
PM							
Evening							
Total Hours							

This week	
Fieldwork Hours (a) :	_____ hrs.
Cumulative Total B/F (b) :	_____ hrs.
Present Total (a+b) :	_____ hrs.
Supervision hours:	
(Individual: on-site)	_____ hrs.
(Individual: off-site)	_____ hrs.
Live Supervision:	_____ hrs.
(Group: on-site)	_____ hrs.
(Group: off-site)	_____ hrs.

Cumulative Supervision Hours			
	Individual	Group	Total
On-site B/F			
Off-site			
Present Total			
Live Supervision B/F:		Present Total:	

Signature of Supervisor : _____

Date : _____

Remark : Supervisor is required to copy the last week of this time sheet and pass it to the agency's representative for reference.