

**TEXAS A&M-COMMERCE
SCHOOL OF SOCIAL WORK**

**INSTRUCTIONS TO COMPLETE & SUBMIT
DIGITAL WEEKLY TIMESHEET**

TO COMPLETE THE LOG

1. Access link

https://dms.tamuc.edu/Forms/SWORK-Weekly-Timesheet?_ga=2.124540936.361335508.1675370695-312137213.1666902136

*MAC users, may have to click on the privacy setting pop-up (click OK) the first time the link is accessed.

2. Complete the form in its entirety

3. Sign digitally (For self and Field Instructor)

4. Click Submit (to see the completed form)

Thank you!

Your form has been submitted.

Please Download Form

[Download](#)

[Print](#)

[Email](#)

TO GET AGENCY FIELD INSTRUCTOR'S SIGNATURE

OPTION A: Digital Signature

Email To Agency Field Instructor:

5. Click the Email button at the top of the document page
*Mac users, may have to download it first and then you can email
6. Email the document to the Agency Field Instructor

OPTION B: Handwritten Signature

Print and give the hardcopy to the Agency Field Instructor:

5. Click the Print button at the top of the document page
6. Take the completed form to Field Instructor

Note: 1) The Agency Field Instructor will return the signed form by email or hardcopy for you to upload into TK20. 2) The student may have to add a signature for the Field Instructor if requesting a Digital Signature. Once emailed to the Field Instructor, two signatures will be visible.