SERVICE LEARNING

TIME SHEET

INSTRUCTIONS:

1. Use this time sheet to record your service hours throughout the semester.
2. Have your site supervisor sign your time sheet **after each site visit.**
3. Submit your completed timesheet to your professor and the Career Services Office in West Hall.

Student Name (Print Clearly): _____ Student ID #: _____

Course Name: _____ Number: _____ Section: _____

Community Organization: _____

Site Supervisor's Name (Print): _____

Site Supervisor's Email Address: _____

Site Supervisor's Phone Number: _____

Date	Time		Total Hours Per Session	Site Supervisor's Signature
	From:	To:		

Total Hours: _____