

# THE SHRIVER CENTER AT UMBC

## SERVICE-LEARNING TIMESHEET

<input type="checkbox"/> Winter	<input type="checkbox"/> Summer
<input type="checkbox"/> Spring	<input checked="" type="checkbox"/> Fall
<b>2019</b>	

STUDENT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

SERVICE PLACEMENT: \_\_\_\_\_ NAME OF SITE SUPERVISOR: \_\_\_\_\_

Service Week	Date and Total # Hours of Service	Date of Absence	Initials of Site Supervisor	Reason for Absence (i.e. site closure, student sickness, etc.)	Date of Make-up
* Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
Week 6					
Week 7					
Week 8					
Week 9					
Week 10					
Week 11					
Week 12					
* Extra Hours: for students who started earlier than Week 1					
Week for Make-ups					

**TOTAL NUMBER OF HOURS SERVED AT PLACEMENT:**

**Please note:**

- The Service-Learning commitment requires students to participate in 3-5 hours of service each week, for a minimum of 30 hours over the duration of the entire academic semester.
- Students are expected to attend their service sites on a consistent basis. Site closures (often due to inclement weather) do not count toward this allowance and students are not responsible for making up this time. Students should make-up all other absences.
- Students who do not meet expectations of consistent, timely service and/or less than 30 hours of service for the semester have not fulfilled the requirements of the 096 Practicum may not receive a passing grade.
- The timesheet must be signed by both the student and the site supervisor and submitted to The Shriver Center by the date provided on the 096 Prac Syllabus for the semester in which the student is enrolled.

I certify that I served during the hours recorded on this timesheet.

STUDENT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

I certify that this student has served the hours recorded on this timesheet.

SITE SUPERVISOR'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_