SERVICE-LEARNING TIMESHEET

STUDENT NAME: _________________________________   EMAIL: _______________________  PHONE: _________________

SERVICE PLACEMENT: _________________________________  NAME OF SITE SUPERVISOR: ______________________________

TOTAL NUMBER OF HOURS SERVED AT PLACEMENT:

* 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: _______________________   

Winter   Summer
Spring   Fall   2019