GCSU Service/Community Based Learning

Student Timesheet

Use this form to keep an accurate record of the time you spend on Service Learning activities. Follow these steps:

1. Fill in dates, times, and type of experience (e.g. service, orientation, training, reflection) throughout the semester.
2. At the end of the semester, add up the total number of hours and the number of visits to the site, and put this information in the appropriate blanks. Make additional copies if you need them.
3. Have the Site Coordinator at the agency sign the sheet.
4. Turn in the Timesheet in class on whatever day your professor designates.

Name: _____ Phone Number: _____

Professor: _____ Course: _____

Placement: _____

Date	Time In	Time Out	Type of Experience	Time at Site

(If necessarr make additional copies of form)

Total Number of Visits to Site: _____ Total Number of Service Hours: _____

Site Representative's Signature: _____ Date: _____

Verification Statement (required): *In submitting this Timesheet as partial fulfillment of my Service Learning Contract, I verify that the above information is complete and accurate.*

Student's Signature: _____