

Time Sheet Integrated Service-Learning

Student:	Placement:	Supervisor	Course Instructor
Student Signature Type, or sign (signed sheets must be scanned and emailed to advisor)		Site Supervisor Signature Type, or sign	

Activity Summary	Date	Time In	Time Out	Hours Total
Example:	3/17/1905	9:30 am	10:45 am	1.25**
TOTAL HOURS				

* Quarter hours are represented in decimal form | Ex. 15 minutes = .25 hours
 ** Round up odd time to closest quarter hour as accurately as possible | Ex. 53 minutes served = 1 hour served