

SERVICE LEARNING TIMESHEET

Instructions: Complete all 7 parts. On the due dates listed below, scan and email or photograph and email a completed timesheet to your agency supervisor requesting e-verification. Include jnjeanfr@loyno.edu in your email communication and in the agency supervisor's reply.

1 STUDENT NAME _____

2 SERVICE LEARNING AGENCY _____

3 COURSE _____ 4 PROFESSOR _____

| 5 | DATE | FROM (time) | TO (time) | HOURS SPENT (to the nearest ¼) EX: 0.25, 0.5, .75 | ACTIVITY |
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| 6 | TOTAL HOURS FOR THIS TIMESHEET | | | | |

7 STUDENT'S SIGNATURE _____
I certify that this is an accurate record of my service learning hours. I understand that this timesheet is subject to Loyola's policies on academic integrity. I realize that falsifying this timesheet is a form of cheating.

TRANSPORTATION CREDIT REMINDER *OCELTS will add in this credit*

If you travel to an off-campus service learning site, you will receive a credit of 10% of your total required service learning hours (rounded to the nearest quarter hour).

| Total Hours Required | Transportation Credit |
|----------------------|-----------------------|
| 15 | 1.5 |
| 20 | 2 |
| 24 | 2.5 |
| 28 | 2.75 |
| 32 | 3.25 |

FIRST TIMESHEET due Friday, Oct 12 by 5:00pm
 FINAL TIMESHEET due Wednesday, Dec 7 by 5:00pm
 Turn in electronically to jnjeanfr@loyno.edu