

## SERVICE LEARNING TIMESHEET

**Instructions:** Complete all 8 parts and obtain your site supervisor's signature in the appropriate space for each submission date. Scan and email or photograph and email your completed timesheet to OCELTS, [ocelts@loyno.edu](mailto:ocelts@loyno.edu), by the due dates below. Missing or inaccurate information will result in a delay or denial of hours submitted.

1 STUDENT NAME \_\_\_\_\_ 2 CWID: \_\_\_\_\_

3 SERVICE LEARNING AGENCY \_\_\_\_\_

4 COURSE \_\_\_\_\_ 5 PROFESSOR \_\_\_\_\_

6	DATE	TIME IN	TIME OUT	TOTAL HOURS (to the nearest ¼) 15= .25, 30= .50, 45= .75	ACTIVITY
7	TOTAL HOURS FOR THIS TIMESHEET				

8	STUDENT SIGNATURE	SUPERVISOR 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 and that falsifying this timesheet is a form of cheating.	I certify that I provided the training and supervision required for the position and that the above information is complete and accurate.
	03/04/2020	
	04/29/2020	

### TRANSPORTATION CREDIT REMINDER

**\*OCELTS will add in this credit\***

Travel to an off-campus service learning site earns a credit of 10% of your total required service learning hours at the end of the semester (to the nearest ¼ hour).

Total Hrs. Required	Transportation Credit
15	1.5
20	2
24	2.5
28	2.75
32	3.25

**FIRST TIMESHEET due Wed., Mar. 4, by 5:00pm**  
**FINAL TIMESHEET due Wed., Apr. 29, by 5:00pm**  
*Turn in electronically to [ocelts@loyno.edu](mailto:ocelts@loyno.edu)*