



SERVICE-LEARNING PROGRAM ~ STUDENT TIMESHEET

PLEASE READ CAREFULLY!

For Eastfield College, submit form to the LAC (C236) or fax to 972-860-7386 (Theresa Sternat)

NAME (last) _____ (first) _____

STUDENT ID _____ EMAIL _____

TELEPHONE (primary) (_____) _____ - _____ (secondary) (_____) _____ - _____

EASTFIELD INSTRUCTOR(S) for Service Learning Credit _____

COURSE(S) for Service Learning credit (e.g. PHIL 1301) _____

NAME OF AGENCY WHERE YOU ARE SERVING _____

REQUIREMENTS OF SERVICE-LEARNING PROGRAM - *You must serve a minimum of 15 hours. Orientation time does not count toward the 15 hours. A limited number of instructors and agencies require more than 15 hours. If this applies to you, you must fulfill their minimum to receive academic credit for taking part in Service-Learning.*

DEADLINE TO COMPLETE SERVICE HOURS - Your hours must be completed by the date indicated on the EFC Service Learning Website. If you finish early, we encourage you to continue serving. *If this is not possible, please advise the agency when you will be leaving so they can adjust their volunteer schedule. This is very important!*

REPORTING OF HOURS TO INSTRUCTORS - *Record your hours on this form at each visit to your service site. Turn it in on or before deadline (location above). You may wish to submit a copy of your timesheet to your instructor, but turn in the original form to Theresa Sternat, the Service Learning Coordinator.*

DATE	TIME IN & OUT	TOTAL HRS	SUPERVISOR SIGN	STUDENT SIGN
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL HOURS FOR THIS SHEET: _____ GRAND TOTAL FOR ALL SHEETS _____