

Submit timesheet on the 1st and 15th of each month. Regular timesheet submissions ensure inclusion in service-learning hour reports sent to faculty upon request, at midterm, and end of semester.

FSU
Office of Civic Engagement & Service Learning
Timesheet

Name: _____

Course: _____

Service Site	Date	Time In	Time Out	Number of Hours	Responsibilities	Student Initials	Supervisor Initials
Example: Office of Civic Engagement & Service Learning	9/5/2013	9:30	11:45	2.25	Detailed description of service activities performed during the hours	Each day	Each day
Google Hangouts	8/30/13	6:30 PM	10:00 PM	3.5	Focused on plotting coordinates from taxi GPS data in matlab.	S.P.T.	
Google Hangouts	9/10/13	7:30 PM	8:30 PM	1	Worked on loading a .shp file of San Francisco into Matlab to assist in data correction.	S.P.T.	
Geography Lab(Lyons Science 202)	9/12/13	3:00 PM	5:00 PM	2	Converted 3d .shp file in a 2d .shp file and successfully imported the 2d .shp file into MatLab.	S.P.T.	
Geography Lab(Lyons Science 202)	9/17/13	3:00 PM	5:00 PM	2	Attempted to plot cab data. Determined the units of measurement did not match.	S.P.T.	
Geography Lab(Lyons Science 202)	9/19/13	3:00 PM	5:00 PM	2	Plotted data together in MatLab. Researched method to correct data.	S.P.T.	
Total Hours Worked				10.5			

Timesheet MUST be signed by site supervisor BEFORE submission to the CESL.

Supervisor Name:	Signature:	Agency:
CESL Office Use Only	Date entered in database:	By:

New timesheets can be printed from: [http://www.uncfsu.edu/Documents/Civic-Engagement/Forms/Sl_timesheet\(0\).pdf](http://www.uncfsu.edu/Documents/Civic-Engagement/Forms/Sl_timesheet(0).pdf) or picked up at CESL.