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	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
Geography Lab(Lyons Science 202)	9/24/13	3:00 PM	5:00 PM	2	Researched ArcGIS scripts and information regarding the network analysis toolbox.	S.P.T.	
Geography Lab(Lyons Science 202)	9/26/13	3:00 PM	5:00 PM	2	Found and tested an open source script designed to correct GPS data with distance tolerance.	S.P.T.	
Geography Lab(Lyons Science 202)	10/1/13	3:00 PM	5:00 PM	2	Worked on a script to correct data but discovered that the data projection was not right.	S.P.T.	
Geography Lab(Lyons Science 202)	10/3/13	3:00 PM	5:00 PM	2	Fixed data projection to match the .shp but the script did not successfully move coordinates to vectors.	S.P.T.	
Geography Lab(Lyons Science 202)	10/8/13	3:00 PM	5:00 PM	2	Stopped using ArcGIS script and began looking into a matlab script to correct GPS data.	S.P.T.	
Total Hours Worked				10			

Timesheet MUSTbe 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 or picked up at CESL.