

Submit timesheet on the 1<sup>st</sup> and 15<sup>th</sup> 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	9:00 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 5:00 pm      pm	2	Looked into using ArcGIS Scripts as wells as the network analysis toolbox.	D.E.	
Geography Lab (Lyons Science 202)	9/26/13	3:00 5:00 pm      pm	2	Found a script to correct GPS data according to a distance tolerance.	D.E.	
Geography Lab (Lyons Science 202)	10/1/13	3:00 5:00 pm      pm	2	Worked on implementing script to correct data but found the projection for data was wrong.	D.E.	
Geography Lab (Lyons Science 202)	10/3/13	3:00 5:00 pm      pm	2	Fixed projection of data, ran the script but figured out that the script wasn't working correctly.	D.E.	
Geography Lab (Lyons Science 202)	10/8/13	3:00 5:00 pm      pm	2	Trashed ArcGIS script and looked into matlab script to correct GPS data.	D.E.	
Total Hours Worked			10			

**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.