

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	9:00 11:45	2.25	Detailed description of service activities performed during the hours	Each day	Each day
Google Hangout	8/30/13	6:30 10:00 pm pm	3.5	Focused on plotting points from given taxi GPS data in Matlab.	D.E.	
Google Hangout	9/10/13	7:30 8:30 pm pm	1	Attempted to load .shp file into matlab to help correct GPS data	D.E.	
Geography Lab (Lyons Science 202)	9/12/13	3:00 5:00 pm pm	2	Successfully converted 3d .shp into a 2d & imported to Matlab	D.E.	
Geography Lab (Lyons Science 202)	9/17/13	3:00 5:00 pm pm	2	Worked on Plotting Cab Data. Determined Units were wrong	D.E.	
Geography Lab (Lyons Science 202)	9/19/13	3:00 5:00 pm pm	2	Managed to plot Data together. researched how to correct data.	D.E.	
Total Hours Worked						

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.