

# THE SHRIVER CENTER<sup>AT</sup> UMBC

## SERVICE-LEARNING TIMESHEET

STUDENT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

SERVICE PLACEMENT: \_\_\_\_\_ NAME OF SITE SUPERVISOR: \_\_\_\_\_

Service Week	Date and Total # Hours of Service	Date of Absence	Initials of Site Supervisor	Reason for Absence (i.e. site closure, student sickness, etc.)	Date of Make-up
* Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
Week 6					
Week 7					
Week 8					
Week 9					
Week 10					
Week 11					
* Extra Hours: for students who started earlier than Week 1					
Week for Make-ups					

**TOTAL NUMBER OF HOURS SERVED AT PLACEMENT:**

**Please note:**

- The Service-Learning commitment requires students to participate in 3-5 hours of service each week, for a minimum of 30 hours over the duration of the entire academic semester.
- Students are allowed no unexcused absences; site closures do not count toward this absence and students are not responsible for making up this time. Students are strongly encouraged to make-up all other absences.
- Students who have 2+ absences and/or less than 30 hours of service for the semester have not fulfilled the requirements of the 096 Practicum and may not receive a passing grade.
- The timesheet must be signed by both the student and the site supervisor and submitted to The Shriver Center by **Friday, August 14<sup>th</sup>**.

I certify that I served during the hours recorded on this timesheet.

STUDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I certify that this student has served the hours recorded on this timesheet.

SITE SUPERVISOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_