

**FORM C**  
**Service-Learning Time Sheet**  
**submit to your professor upon completion of hours**

**DIRECTIONS FOR SITE SUPERVISOR AND STUDENT:**

**Please provide electronic signatures.** If not possible, an e-mail from the site supervisor, verifying the student's hours, will suffice.

**REQUIREMENTS:** You must serve the minimum number of hours required by your instructor no later than a full week before the end of the quarter. **REMEMBER:** Additional hours are required if you are registering for the additional credits. (33 hrs=1 credit, 66 hours=2 credits)

**RECORDING HOURS:** Agency training may be included, but not general orientations provided by the agency.

Student Name \_\_\_\_\_ Agency/Organization \_\_\_\_\_

**VERIFICATION OF HOURS:**

My signature is verification that \_\_\_\_\_ completed \_\_\_\_\_  
*Print Student's Name* *total hours*

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*Site Supervisor Signature and Date*