



Eastfield College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

SERVICE LEARNING PROGRAM ~ STUDENT TIMESHEET

PLEASE READ CAREFULLY!

For Eastfield College, Submit the form to Larry Jefferson, C-238Q

NAME (last) _____ (first) _____

STUDENT ID _____ EMAIL _____

TELEPHONE (primary) (____) _____ - _____ (secondary) (____) _____ - _____

EASTFIELD INSTRUCTOR(S) for Service Learning Credit _____

COURSE(S) for Service Learning credit (e.g. PHIL 1301) _____

NAME OF AGENCY WHERE YOU ARE SERVING _____

REQUIREMENTS OF SERVICE LEARNING PROGRAM - You must serve a minimum of 15 hours. Orientation time does not count toward the 15 hours. A limited number of instructors and agencies require more than 15 hours. If this applies to you, you must fulfill their minimum to receive academic credit for taking part in Service-Learning.

DEADLINE TO COMPLETE SERVICE HOURS - Your hours **must** be completed by **Friday, December 8, 2017**. If you finish early, we encourage you to continue serving. If this is not possible, please advise the agency when you will be leaving so they can adjust their volunteer schedule. This is very important!

REPORTING OF HOURS TO INSTRUCTORS - Record your hours on this form at each visit to your service site. Turn it in on or before deadline (location above). You may wish to submit a copy of your timesheet to your instructor, but turn in the original form to Larry Jefferson, Service Learning Coordinator.

DATE	TIME IN & OUT	TOTAL HRS	SUPERVISOR SIGN	STUDENT SIGN

TOTAL HOURS FOR THIS SHEET: _____ GRAND TOTAL FOR ALL SHEETS _____