

# SERVICE-LEARNING TIMESHEET

**Check the Service-Learning Program you are enrolled in:**

- International Conversation Partners (ICP)
  Service-Learning (All other placements.)

Instructor's name \_\_\_\_\_ Course/Sec \_\_\_\_\_ Class Day/Time \_\_\_\_\_

Service-Learning Location: \_\_\_\_\_

Student Name (first) \_\_\_\_\_ (last) \_\_\_\_\_ Gender:  Male  Female

Home # ( ) \_\_\_\_\_ Work # ( ) \_\_\_\_\_ Cell # ( ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Student ID# \_\_\_\_\_

**REQUIREMENTS OF SERVICE-LEARNING PROGRAM** – Most instructors require that you serve a minimum of 15 hours to receive service-learning credit; this may vary per instructor. Orientation time may count toward the 15 hours at the discretion of your instructor.

**DEADLINE TO COMPLETE SERVICE HOURS** – *Your hours must be completed by Wednesday Nov. 25, 2009.* Should you finish early, please inform 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 this form into the Student Life/SPAR Office, Room S201, on or before **Wednesday, Nov. 25, 2009**. We will verify your hours with the agency and provide documentation of service hours to your instructor. When you turn in your original time sheet, the Student Life/SPAR office will make you a copy.

**BROOKHAVEN CONTACT INFORMATION** – Service-Learning is a part of Student Life/SPAR, Room S201. Call (972) 860-4703 or e-mail [bhcServiceLearning@dcccd.edu](mailto:bhcServiceLearning@dcccd.edu).

**\*Note** – When filling out your timesheet, 15 minutes = .25 hours; 30 minutes = .50 hours; 45 minutes = .75 hours. **PLEASE TOTAL ALL HOURS BEFORE SUBMITTING TO THE SPAR OFFICE.**

DATE	TIME IN	TIME OUT	HOURS	SIGNATURE (Student)	SIGNATURE (Supervisor)
<b>TOTAL HOURS:</b>					

**IT ALL BEGINS HERE.**



Service-Learning  
 Building S, Room S201 | [bhcServiceLearning@dcccd.edu](mailto:bhcServiceLearning@dcccd.edu) | 972-860-4703  
[www.BrookhavenCollege.edu](http://www.BrookhavenCollege.edu)  
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