



SERVICE-LEARNING TIMESHEET

Student Info

Student ID#	First Name	Last Name
Phone#	Email	

Service-Learning Course

Instructor name	Course/Sec (ex: ENGL 1301 – 53004)
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Service Location

Organization / Agency	Supervisor Name
Supervisor Phone	Supervisor Email

View list of service-learning sites at: www.dcccd.edu/servicelearning

REQUIREMENTS: 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: Your service hours must be completed before the end of the term. 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: Record your hours on this form at each visit to your service site. Turn this form into the Office of Student Life, Room S201, by the end of the term.

CONTACT: Service-Learning is a part of the Office of Student Life, Room S201. Call (972) 860-4703 or e-mail bhcServiceLearning@dcccd.edu.

****Upload completed hours at <http://tinyurl.com/BChours>****

DATE	TIME IN	TIME OUT	HOURS	SUPERVISOR SIGNATURE

HOURS TOTAL:

X
STUDENT SIGNATURE

IT ALL BEGINS HERE.



Brookhaven College
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Service-Learning
Building S, Room S201 | bhcServiceLearning@dcccd.edu | 972-860-4703
www.BrookhavenCollege.edu

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