



Student Timesheet & Hours Verification Report

Use this form to keep an accurate record of the time you spend on Service Learning activities. Follow these steps:

1. Fill in dates, times, and type of experience (e.g. service, orientation, training) throughout the semester.
2. At the end of the semester, add up the total number of hours and the number of visits to the site, and put this information in the appropriate blanks.
3. Have the Site Coordinator at the agency sign the sheet.
4. Turn in the Timesheet in class on the day your professor designates.

Name: _____ MUID: _____

Phone Number: _____ Site: _____

Professor: _____ Course: _____

Date	Time In	Time Out	Type of Experience	Time at Site

(If necessary, continue listing visits on the back of this form.)

Total Number of Visits to Site: _____ Total Number of Service Hours: _____

Site Representative's Signature: _____ Date: _____

Verification Statement (required): *In submitting this Timesheet as partial fulfillment of my Service Learning Contract, I verify that the above information is complete and accurate.*

Service Learner's Signature: _____ Date: _____



AFTER YOU SUBMIT YOUR HOURS TIMESHEET!

Please take the Service Learner Feedback Survey. This survey gives the Service Learning Program valuable feedback on ways to improve the service learning experience for future MU students. **The survey is mandatory.** Use the following link to complete the survey:

https://marquette.az1.qualtrics.com/jfe/form/SV_4Sgak2J2bd6xGa9

The survey is compatible with all mobile devices and is **available to complete November 19-December 17, 2017**. Once you complete the survey, you will be redirected to enter your name and MU ID number to verify you took the survey. Your survey answers will remain anonymous. If you need other accommodations to complete the survey or have questions regarding the survey, please contact the Assistant Director of Service Learning at 414-288-0302.

Thank you