

Service Learning

www.swccd.edu/servicelearning

Course:				Instructor:	
Semester:	Fall 🗖	Spring 🛛	Summer 🗖	Year:	

Completed Timesheets <u>MUST</u> be signed by Instructor to receive academic credit, and submitted to the Office of Student Activities, Room 601C.

STUDENT INFORMATION	COMMUNITY PARTNER INFORMATION	
Name	Agency Name	
SWC ID No.	Contact Person Name	
Email	Phone No.	

INSTRUCTIONS

- 1. Fully complete this timesheet including signatures required. Incomplete timesheets will not be accepted.
- 2. This form must be completed and signed below by the Agency Supervisor and then turned into your course instructor for signature.
- 3. The student will be responsible for turning this form to the Service Learning Office (601C) by required due date (before finals begin or sooner).
- 4. When your service learning form is complete, be sure to make a paper or digital copy for yourself.

Hours Completed at Site (please fill out below for EACH DAY that you volunteer)

Date	Number of Volunteer Hours	SUPERVISOR SIGNATURE (required on each day you volunteer)	
		Continue on back side of sheet if needed.	

Total Hours Completed for the Semester: _____ (*Remember to add the hours on the back side, if any*)

STUDENT SIGNATURE:_

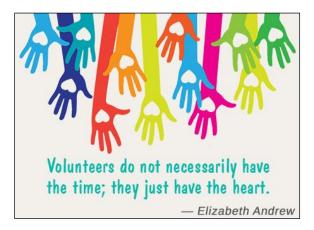
Date: ___

_ Date: __

Hours Completed at Site (please fill out below	<i>for EACH DAY that you volunteer)</i>
--	---

	Number of Volunteer	SUPERVISOR SIGNATURE		
Date	Hours	(required on each day you volunteer)		
	110415			

You will receive a certificate of recognition and co-curricular transcript in approximately two months after the end of the semester. Thank you for your participation in the Service Learning Program.



Office of Student Activities | Rm. 601C | 619.482.6537 | Jenny Marasigan, Student Services Specialist | jmarasigan@swccd.edu