LOYOLA UNIVERSITY NEW ORLEANS | OFFICE OF SERVICE LEARNING

SERVICE LEARNING TIMESHEET

Please print legibly

STUDENT NAME

SERVICE LEARNING AGENCY

COURSE PROFESSOR

SIGNATURE

I certify that this is an accurate record of my service learning hours. I understand that this timesheet is subject to Loyola's policies on academic integrity. I realize that falsifying this timesheet is a form of cheating.

DATE	FROM (time)	TO (time)	HOURS SPENT	ACTIVITY	SIGNATURE/INITIAL OF AGENCY SUPERVISOR

TOTAL HOURS FOR THIS TIMESHEET _____

RETURN THIS FORM TO THE SERVICE LEARNING OFFICE IN BOBET 113

WEEK-BY-WEEK SERVICE SCHEDULE, FALL 2011

You should plan to serve your hours regularly over an 8-10 week period, leaving an allowance for illness, busy academic periods, program cancellations by agencies, etc.

SERVICE WEEK 1	Sept 19-24	**SERVICE WEEK 6**	Oct 23-29
SERVICE WEEK 2	Sept 25-Oct 1	**SERVICE WEEK 7**	Oct 30-Nov 5
SERVICE WEEK 3	Oct 2-8	**SERVICE WEEK 8**	Nov 6-12
SERVICE WEEK 4	Oct 9-15	**SERVICE WEEK 9**	Nov 13-19
SERVICE WEEK 5	Oct 16-22	**SERVICE WEEK 10**	Nov 20-26
**half week, no service Oct 17-18 for Fall Break*		**half week, no service Nov 23-26 for Thanksgiving*	
		SERVICE WEEK 11	Nov 27-Dec 3
		SERVICE WEEK 12	Dec 4-9
FIRST TIMESHEET due FRI, Oct 21 at 5:00 pm, Bobet 113		FINAL TIMESHEET due FRI, Dec 9 at 5:00 pm, Bobet 113	