LOYOLA UNIVERSITY NEW ORLEANS | OFFICE OF SERVICE LEARNING

SERVICE LEARNING TIMESHEET *(Please print legibly AND FILL IN ALL PARTS)*

STUDENT NAME _____

SERVICE LEARNING AGENCY_____

COURSE_____ SECTION _____ PROFESSOR_____

STUDENT'S 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 (to the nearest ¼ hour)	ACTIVITY	SIGNATURE/INITIAL OF AGENCY SUPERVISOR

TOTAL HOURS FOR THIS TIMESHEET _____

RETURN THIS FORM TO THE SERVICE LEARNING OFFICE IN BOBET 113

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.

You may count 10% of the total required hours for transportation. Put this on the ***second*** **timesheet ONLY.**

Required Hours	Transportation Hours
15	1.5
20	2
24	2.5
28	3
32	3.25

WEEK-BY-WEEK SERVICE SCHEDULE, SPRING 2012

SERVICE WEEK 1	Jan 31-Feb 4	**SERVICE WEEK 6**	Mar 11-17
SERVICE WEEK 2	Feb 5-11	**SERVICE WEEK 7**	Mar 18-24
SERVICE WEEK 3	Feb 12-17	**SERVICE WEEK 8**	Mar 25-31
No service Feb 20 – 24 for Mardi Gras break		*No service April 1 – 9 for Easter break*	
SERVICE WEEK 4	Feb 26-Mar 3	**SERVICE WEEK 9**	Apr 10-14
SERVICE WEEK 5	Mar 4-10	**SERVICE WEEK 10**	Apr 15-21
		SERVICE WEEK 11	Apr 22-28
		SERVICE WEEK 12	Apr 29-May 2
FIRST TIMESHEET due FRI, Mar 2 at 5:00 pm, Bobet 113		FINAL TIMESHEET due WED, May 2 at 5:00 pm, Bobet 113	

For Office Use Only: