

**THE UNIVERSITY OF SCRANTON ~ THE PANUSKA COLLEGE OF PROFESSIONAL STUDIES
ACADEMIC SERVICE LEARNING TIME SHEET**

*** NOTE: Academic Service Learning must be completed in the University of Scranton local community and must be directly related to the content of the Academic Service Learning course/courses listed below. Service hours are to be done during the semester in which you are taking the service course and not over weekends at home or during breaks, intersession or summer.**

Name _____ Royal ID # _____ Major _____ Phone _____

Undergraduate Year of Graduation _____ Semester/Year of Community Service _____ College _____

Course # 1 _____ Course Name _____ Instructor _____

Course # 2 _____ Course Name _____ Instructor _____

This form must be completed and signed by the Agency Contact Supervisor and your course instructor and then returned to the PCPS Dean's Office (MGH 111). NOTE: Student signatures are not acceptable for Agency Contact or Supervisor.

Service Dates	Service Hours	Describe Service Performed	Agency Name	Agency Phone #	Printed Name of Supervisor	Supervisor's Signature

Total Hours _____ * The result of failure to turn in Time Sheets will be an Incomplete ("I") Grade.
NOTE: Seniors will not graduate unless the service-learning requirement for the college has been met.

 Instructor of (Course #1 above) Signature Date

 Instructor of (Course #2 above) Signature Date

 Student Signature Date

 PCPS Service-Learning Program Administrator Date

Please bring this copy to PCPS Dean's Office when completed. NOTE: The Dean's Office IS NOT RESPONSIBLE FOR MAKING ADDITIONAL COPIES FOR STUDENTS. PLEASE MAKE YOUR COPIES PRIOR TO TURNING IN THIS COMPLETED FORM.