



**THE UNIVERSITY OF SCRANTON
LEAHY COLLEGE OF HEALTH SCIENCES
COMMUNITY BASED LEARNING TIME SHEET**

***NOTE: Community Based Learning must be addressed by your Course Instructor
*A separate form is required for each CBL course.**

All Information Must Be Complete or This Form Will Not Be Accepted by your department.

Name _____ Royal ID # _____
Major _____ Phone _____ College _____
Course Name _____ Course Instructor _____
Course # _____ Semester & Yr. of CBL Course _____ Yr. of Undergrad Graduation _____

This form must be completed and signed below by the Agency Contact Supervisor and then turned into your course instructor for a signature. Once you have obtained your course instructor's signature, upload the timesheet to the Brightspace course for your major and graduation year.

- Student signatures are not acceptable for Agency Contact or Supervisor.
- Please have site supervisor sign EACH “*Supervisor’s Signature*” line below as you complete hours at the site.
- If service is completed at the same site, for all hours, your supervisor may sign top and bottom “*Supervisor’s Signature*” line and draw a line to connect both signatures rather than sign all lines.

Service Dates	Service Hours	Agency Name	Describe Service Performed	Printed Supervisor’s Name	Supervisor’s Signature

Total Hours

Student’s Signature

Course Instructor’s Signature

*The result of failure to turn in Time Sheets will be an Incomplete (I) Grade.

NOTE: Seniors will not graduate unless the Community Based Learning REQUIREMENT for LCHS has been met.