

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 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 Number _____		Course Name _____ Instructor _____	

This form must be completed and signed below by the Agency Contact Supervisor and then turned into your course instructor for their signature. The course instructor will be responsible for turning this form into the PCPS Dean's office by required due date. (MGH 111).

- Student signatures are not acceptable for Agency Contact or Supervisor.
- If service is at same site for entire sheet your supervisor may sign top and bottom line and draw line through connecting those with initial .
- Not acceptable - Supervisor signature on top line with arrow down.

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

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

Total

Hours _____ NOTE: Seniors will not graduate unless the service-learning requirement for the college has been met.

Student's Signature _____

Date _____

NOTE: Please fill out individual Time Sheets for each service course and hand in to your course instructor by required due date.

Course Instructor's Signature _____

Date _____

**Please bring this copy to your course instructor when completed.
PLEASE 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.**