



THE UNIVERSITY OF SCRANTON
THE PANUSKA COLLEGE OF PROFESSIONAL STUDIES
COMMUNITY BASED LEARNING / ACADEMIC SERVICE LEARNING TIME SHEET
***NOTE: Community Based Learning/Academic Service Learning must be addressed by your Course Instructor or the Department Chair. *A separate form is required for each CBL course.**

All Information Must Be Complete or This Form Will Not Be Accepted by The Dean's Office

Name _____ Royal ID # _____
 Major _____ Phone _____ College _____
 Course Name _____ Course Instructor _____
 Course # _____ Semester/Yr of CBL Service Hours _____ 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. The course instructor will be responsible for turning this form into the PCPS Dean's office by the required due date. (ELH227)

- Student signatures are not acceptable for Agency Contact or Supervisor.
- Please have your 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.
- **NOT ACCEPTABLE** – Supervisor's signature on top line with an arrow drawn down to last service line.

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 PCPS has been met.