# Student Service-Learning Service Hours Log

To be maintained by student, signed by supervisor, and turned in to instructor

Name Semester Year

Course & Section Instructor

Community Partner Site

Supervisor Phone

Email

DIRECTIONS:

1. **Sign-in and sign-out each time you work** at this agency and have your **immediate supervisor initial** your hours.
2. Just before mid-term due date make a *photocopy* of this form showing total hours worked. Turn in photocopy to instructor by the following date:

**MID-TERM** due date:

1. Turn in *original* of this form showing total hours by the following date:

**FINAL** due date:

1. Make copies for your files and for your agency and turn in a copy to your instructor with your evaluation. If you need more spaces, use a second form.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Sign-in time | Sign-out time | Hrs | Supervisor’s signature | Date | Sign-in time | Sign-out time | Hrs | Supervisor’s signature |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Mid-term hours total** | | | |  | **Final hours total** | | | |  |

Call or e-mail CCELL (225-578-4245, [ccell@lsu.edu](mailto:ccell@lsu.edu)) with any questions.