

TIMESHEET

Student Name _____ Year _____

Site Name _____ City, State _____

Week _____	Date	Hours Worked
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____
Sunday	_____	_____

Week _____	Date	Hours Worked
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____
Sunday	_____	_____
		Total hours for two weeks _____

TIMESHEET [continued]

NOTE A: The timesheet is due on the Monday following the two-week period being reported and is to be submitted along with the Weekly Journal as noted on the calendar of important dates. Their reports will be used to keep track of the number of hours worked by the student. Student should retain copies of their timesheets and also monitor their number of hours worked. Students will not receive credit for hours not included on the timesheet or for those hours not submitted in a timely manner. Submit to eCourseware.

NOTE B: It is required that you complete 400 hours for your Senior Capstone Experience. Failure to do so will result in an automatic deduction in your final letter grade as follows:

- 1-45 hours: Half of a letter grade
- 46-90 hours: One full letter grade
- 90-135 hours: One and a half letter grade
- More than 135: Failure of Senior Capstone Experience