CNM Community College Service Learning Student Time Log

Student: Make sure this form is completed, including signatures, and returned to the **Service Learning Program** as proof you have completed your hours.

Completed Time Log must be photographed or scanned and emailed to support_service_learning@cnm.edu **AND** your instructor by the second week before end of term, *or date determined by instructor.*

Date of Visit	Time In	Time Out	Brief Description of Service, Responsibility or Activity	# of Hours
			Requirements of CNM Service Learning: You will receive orientation and training as required by the agency. Record this. You must serve a minimum of 15 hours. **TOTAL HOURS**	

REPORTING OF HOURS TO INSTRUCTORS: Record your hours on this form at each visit.
STUDENTS ARE RESPONSIBLE FOR THIS TIME SHEET AND ARE RESPONSIBLE FOR PROVIDING A COPY TO THEIR INSTRUCTORS.

Student (print name) _____ Student Signature _____ Date _____

CNM Student ID# _____ Instructor Name (print name) _____

Agency Name _____

Agency Representative (print name) _____ Agency Representative Signature _____

STUDENT INSTRUCTIONS:

Print, complete and obtain required signatures (must include TWO signatures). Scan and email completed and signed form to support_service_learning@cnm.edu AND your instructor by the second week before end of term *or date determined by your instructor.*

All students must complete the Service Learning On-line Student Orientation ***BEFORE*** performing hours at: **http://cnm.edu/servicelearning**