This form is provided to assist you in tracking the number of hours you serve at your placement site. You will be required to submit the completed time sheet at the end of your service placement.

**Center for Internships & Community Engagement**

**COMMUNITY ENGAGEMENT TIME SHEET**

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| --- | --- | --- | --- | --- |
| **Date** | **Time In** | **Time Out** | **Total Time** | **Activities** |
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# Date: Total Number of Hours Served:

Name of Intern: Signature:

Name of Agency: Phone #: Name of Supervisor: Signature:

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