Service-Learning Time Sheet

Due:

Completed forms may be returned by mail or given directly to the student (addresses below).

Section 1 - To be completed by the student							
Student name							
Instructor's name/ Email/phone #							
Course /section							
Agency name							
Hours required							
Section 2 – To be completed by the site supervisor							
Date of Service	Hours Served	Supervisor's Initials	Service Provided				
TOTAL HOURS SERVED Student Signature							
Supervisor's Signature			Date				
Site Supervisor's N	ame (Please Prin	Site Phone Number					

Germantown Kris Borcherding 20200 Observation Dr. Student Life, SA 186 Germantown, MD 20876 Phone: 240-567-7840

Phone: 240-567-7840 Fax: 240-567-7843 Rockville Nik Sushka 51 Mannakee St. Student Life, CC005 Rockville, MD 20850 Phone: 240-567-5261

Phone: 240-567-5261 Fax: 240-567-7175 Takoma Park/Silver Spring Dr. Lucy Vitaliti 7600 Takoma Ave. Student Life, RC 202A Takoma Park, MD 20912 Phone: 240-567-1527

Fax: 240-567-1483

Service-Learning Student Performance Evaluation

Due:

Students: Please have your agency/site supervisor complete the evaluation below and return the completed form to your instructor or the Service-Learning Coordinator by the assigned due date.

Agencies: Please assess the student's service-learning performance by completing the evaluation below. Place a check mark in the appropriate column.

Performance Rating	Excellent	Good	Satisfactory	Poor		
Quality of work						
Willingness to work						
Cooperative attitude						
Works well with others						
Acceptance of supervision						
Takes initiative						
Courtesy						
Dependability						
Professional appearance						
Punctuality and attendance (Did the student call if late or absent?)						
Comments:						
Supervisor's Name (Please print):						
Agency name and phone number:						
I certify that the evaluation above is						
Supervisor's signature			Date:			