



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 scanned and emailed to sgordon@cnm.edu
AND your instructor by **April 11, 2018**

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)

STUDENT INSTRUCTIONS:

Print, complete and obtain required signatures (must include TWO signatures). Scan and email completed and signed form to sgordon@cnm.edu AND your instructor by April 11, 2018

Agency Name

Agency Representative (print name)

Agency Representative Signature

Spring 2018

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