## **Service Learning Program**



## **Timesheet for MUEngage Verification**

* **Students must enter their hours in MUEngage AND submit a timesheet to have their hours verified in MUEngage.**
* When logging your hours in MUEngage-choose your Student Coordinator as the Verifier.
* Ask your site contact to verify the hours on the timesheet and sign.
* Submit your timesheet to the Service Learning Program office the last week of classes.
* Once you submit your hours timesheet, your Student Coordinator will verify your hours in MUEngage.
* **If you only submit a timesheet without logging your hours in MUEngage, your professor will be notified that your hours are not verified.**

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| Name *(Please print clearly)*: | MUID and Email Address *(Please Print Clearly)*: |
| Site: | Course, Section Number, and Professor: |

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| **Date** | **Time In** | **Time Out** | **Type of Experience** | **Total Hours** |
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*(Use back of form, if necessary)*

Total Number of Visits to Site: \_\_\_\_\_\_\_\_\_\_ Total Number of Service Hours: \_\_\_\_\_\_\_\_\_\_

Site Representative’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

***For Student:*** *I am submitting this timesheet as partial fulfillment of service learning. I verify that the above information is complete, accurate, and I have not forged any hours on this timesheet.*

Service Learner’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

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| **Date** | **Time In** | **Time Out** | **Type of Experience** | **Total Hours** |
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