



Student Time Log

The student service log is required of every applied learning student and is used to assist the student in tracking and providing confirmation of hours completed at the approved community partner. Forms will only be accepted if signed by the applied learning student and the student's supervisor at the assigned community partner. If submitting hours for the same course on more than one Time Log, each form must be completed and signed. Round all minutes to the nearest ½ hour and report as 0.5 only. Please submit all Time Logs to the Career Services Center (Counseling Village) by the deadline listed on your course syllabus. Prior to submitting your Time Log to the Career Services Center, please make a copy for your records.

Please print legibly. Note your SMC student email account will be the official means of communication between you and the Applied Learning Program.

Student and Community Partner Information

Full Name: _____
Last First M.I.

Student ID Number: _____ Phone Number: _____

Organization Name: _____ Supervisor's First and Last Name: _____

Supervisor's Phone Number: _____ Supervisor's Email: _____

SMC Course Information

Please list the course for which you will be doing your applied learning requirement. If you are participating in more than one applied learning course, please complete one application per course.

Instructor's First Name: _____ Instructor's Last Name: _____

Course Title: _____ Course Section Number: _____

Term/Year: **Fall** 20 _____ **Spring** 20 _____

Time Log

Date (MM/DD/YY)	Time Begin	Time End	Total Daily Hours	Specific Duties/Responsibilities Performed (What did you do on this day?)

Date (MM/DD/YY)	Time Begin	Time End	Total Daily Hours	Specific Duties/Responsibilities Performed (What did you do on this day?)
				Total Hours Completed

Release of Liability

I hereby certify that the above statements are true and correct to the best of my knowledge

Student's Signature

Date

Supervisor's Signature

Date

For Office Use Only

Application Received: (MM/DD/YY) _____ Application Recorded: (MM/DD/YY) _____