

STUDENT TIME SHEET

Please use this form to record your hours.

Student Name:

Student ID:

Course Title:

Professor Name:

Site Name:

Site Supervisors Name:

Record hours here:

Date # of Hours Supervisor Initials

Date # of Hours Supervisor Initials

| Date | # of Hours | Supervisor Initials |
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| Date | # of Hours | Supervisor Initials |
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Total Hours: _____ Supervisor Signature: _____

Contact:

1514 Hawthorne St • (915) 747-7969
ccesl@utep.edu • www.utep.edu/ccesl

Please see back for instructions.



THE UNIVERSITY OF TEXAS AT EL PASO
CENTER FOR COMMUNITY ENGAGEMENT

Instructions

Before you serve:

Get oriented - Know course specific instruction and deadlines to meet.

Understand requirements - timesheets, release identification forms, contracts, and assignments.

Make contact – Understand community need.

- Find contact Information on CUE (<http://cue.utep.edu>).
- Contact agency as soon as possible!
- Explain who you are and what you are about.
- Ask about their policies.
- Discuss availability.
- Leave voice mail and be consistent until you get a response.
- Contact CCE if no response.

During service:

- Be open minded about different experiences and perspectives.
- Step outside your comfort.
- Most importantly **HAVE FUN!**

Your rights:

- Receive orientation/tour at your site.
- To be assign specific, meaningful, and appropriate tasks.

Responsibilities and Commitment:

- REPRESENT **UTEP**
- Be on time!
- Call or email supervisor if you are unable to attend.
(you may be terminated from your site if you fail to call or show-up).
- Avoid gossip and use appropriate language.
- Follow through with commitments (time, tasks, etc.).
- Dress appropriately.

After service:

- Make sure to get your timesheet (back of this page) filled out and signed by a supervisor.
Don't forget to add your total hours completed. (Login in to cue.utep.edu to track your hours.)

Steps:

1. On your DASHBOARD click on top of the page
2. Click "+ADD Impacts".
3. Fill in the requested information.
4. Answer reflection questions and attached the time sheet the cue a proof of hours' completion.
5. If you are not able to attach the timesheet you can email it to ccesl@utep.edu or turn it in to our office located at 1514 Hawthorne St., El Paso, Texas, 79968

Do's and Dont's

- Do inquire about policies.
- Do ask for help when in doubt.
- Do show respect.
- Do avoid the responsibility of handling money.
- Don't give (or loan) money or share personal information.
- Don't make promises you can't keep.
- Don't tolerate verbal exchange or behavior that might be perceived as discriminating or harmful to others.
- Do contact the CCE if you need help (ccesl@utep.edu).