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:

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<th># of Hours</th>
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Total Hours: __________  Supervisor Signature: ____________________________

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

Please see back for instructions.
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 cce@utep.edu or turn it in to our office located at 1514 Hawthorne St., El Paso, Texas, 79968

Do’s and Don’t’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).