

# STUDENT TIME SHEET

Please use this form to record your hours.



THE UNIVERSITY OF TEXAS AT EL PASO  
CENTER FOR COMMUNITY ENGAGEMENT

Student Name:

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Student ID:

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Course Title:

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Professor Name:

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Site Name:

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Site Supervisors Name:

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## Record hours here:

Date	# of Hours	Supervisor Initials

Date	# of Hours	Supervisor Initials

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 supervisor if you are unable to attend.  
(you may be terminated from your site if you fail to call or show-up).
- Avoid gossip.
- 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](http://cue.utep.edu) to track your hours.

Steps:

1. On your DASHBOARD click on the Volunteer hours animated clock.
2. Click "+ADD HOURS".
3. Fill in the requested information.
4. Answer reflection questions and take picture of time sheet and upload on the cue a proof of hours' completion.
5. If you are not able submit a photo, turn in your completed timesheet to our office located at 1514 Hawthorne St., El Paso, Texas, 79968
6. Turn in your time sheet.

## 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](mailto:ccesl@utep.edu)).