

CBL STUDENT TIME LOG

The student time log is required for all courses with a Community- Based Learning component and should be kept at the agency in the designated location. Each student is responsible for tracking ALL hours and obtaining the supervisor’s initials after each visit. If there are any unapproved times, the hours will NOT be honored as CBL hours. Please also list any absences and reasons. At the end of the semester, your Community Mentor will collect your time log and submit your hours for you.

Name: _____ ID #: _____ Semester/Year: _____

Course Info: _____
Course Name (ex. Intro to Community Based Learning) Professor

Community Placement: _____ Supervisor Name: _____

Scheduled Visit Day(s): _____ Scheduled Visit Time(s): _____

Date	Time In	Time Out	Total Daily Hours	Total Hours to Date	Activities/Responsibilities	Community Placement Supervisor Initials
Total Hours:						

Please list any day missed and reason for absence below.

DATE	REASON FOR ABSENCE

CBL Student Signature: _____ Date: _____

Placement Supervisor Signature: _____ Date: _____

CBL STUDENT ATTENDANCE POLICY

A community placement is an integral component of any Community-Based Learning (CBL) course, and as such, students are **expected** to attend their placement **every week** throughout the entire semester. On average, a student can expect to be on site for at least two hours each week. In addition, students are encouraged to think about the experiential aspect of the community placement, how that placement serves as part of the course materials, and how it will be incorporated into the class during the semester as the experience unfolds.

CBL recognizes that illnesses occur and that these situations cannot be anticipated. When this happens, the CBL student must notify the community placement supervisor via email and/or phone, as soon as possible or within 12-24 hours' notice of the assigned placement day/time. An effort should be made to make up the placement visit within the same week or the week after missing the scheduled visit.

When a CBL student need to be absent for an athletic or course commitment that cannot be rearranged, they must notify the community placement supervisor and your Community Mentor at least seven days' in advance. An effort should be made to make up the placement visit within the same week or the week after missing the scheduled visit.

Inconsistent attendance will not be tolerated. The Community Mentor assigned to the community placement regularly checks the time logs and reports students' hours to the CBL office each week. Students should view their community placement like a real job with real consequences. Failure to adhere to the CBL student commitment form or an agency's code of conduct can serve as grounds for termination from a placement site. If that should occur, CBL will not be responsible for finding a replacement site and as a result, the depth of understanding course content may be compromised.

Type of Absence	Notice Required	Who to Contact	Make up Opportunity
Illness	12-24 hours (or asap for emergency)	Community Placement supervisor via email or phone	Within the same week or week following scheduled visit
Academic/Athletic	7 days	Community Mentor AND Community Placement supervisor via email or phone	Within the same week or week following scheduled visit