COLLEGE OF LAW
THE UNIVERSITY OF TOLEDO

## Public Service Commendation: Student Time Sheet

| **Student Name:** | | | |
|---|---|---|---|
| **Placement:** | | | |
| **Date** | **Hours** | **Cumulative Total** | **Assignment(s) Completed** |
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Student Signature:_____ Date: _____

Students: Please track and document all hours you would like to apply toward your Public Service Commendation on this timesheet. You may use multiple sheets as needed.

- For each day worked, enter the date, hours worked (rounding to the nearest quarter hour interval), cumulative total, and a description of the assignment(s) completed.
- This time sheet must be submitted to the Office of Professional Development, 2801 W. Bancroft, Mail Stop 507, Toledo, OH 43606 or opd@utoledo.edu.

*Notice: This document is governed by the Code of Student Professional Conduct. Any material misrepresentation will be treated in accordance with the Code.*