

Students are required to complete the following timesheet, outlining the tasks completed and the amount of time spent on each task. It is important that mentors take time to review and sign the student's timesheet on a weekly basis. Where a student has listed work that was not required by the mentor, the mentor should not sign the timesheet. Mentors should not feel pressured or obliged to sign a timesheet that is not a true representation of the tasks required of the student. **The student is to lodge this form into the assessment box in the College Lecture Room. Due weekly, Tuesdays 12pm.**

Student Name _____ **ID** _____

Area of Ministry Placement Church _____

Mentor _____

This Timesheet is for...

Weekday Ministry Placement Monday _____ to Sunday _____

Sunday Ministry Placement Sunday _____

Date	Tasks Completed	Time Spent on Task	Mentor's Initial
Total Hours			

STUDENT DECLARATION I declare this a true log of work I completed. Signed _____

Was the Student Punctual Yes No

Was the Student Presented well Yes No

Did the Student have a Good Attitude Yes No

Mentor's Signature _____ Date _____

COLLEGE OFFICE USE:

Additional Comments			
OVERALL RESULT	<input type="checkbox"/> NYC	<input type="checkbox"/> C	RESUBMISSION DUE DATE

Assessor _____ Signature _____ Date _____