University of Florida Levin College of Law

EXTERNSHIP BI-WEEKLY TIME SHEET

(Please print clearly)

2012 SPRING SEMESTER

Student Name & E-mail Address: _____

Externship Placement Name: _____

DATE	BEGIN & END TIMES	TOTAL HOURS (PER DAY)	BRIEF DESCRIPTION OF WORK PERFORMED

** Time must be recorded in ¼ hours. Please round up or down appropriately. For example 4 hours and 10 minutes should be reported as 4.25, 4 hours and 35 minutes should be reported as 4.50.

Field Supervisor Signature: _____

Student's Signature: _____

Date: _____ Total Hours Worked (on this sheet): _____

Students please note: Your signature certifies that you have worked the hours indicated on this sheet. Any falsification of records will be reported to the Dean and appropriate consequences will ensue.

This time sheet must be submitted to the Externship office bi-weekly.

Please scan and email to barnes@law.ufl.edu, fax to (352) 392-4640 Attention: Julie Barnes
Or return to the Externship Office, 147 Bruton Geer Hall