

Please print clearly

Last Name: _____ First Name: _____

IMPORTANT: You must complete this form COMPLETELY for SHINE Staff to know which professor to send your hours to.

PLACEMENT INFORMATION

ESL/Citizenship Teacher: _____

Day and Time of ESL/Citizenship class: _____

of learners in ESL/Citizenship class: _____

CREDIT COURSE

Credit Professor: _____

Credit Class: _____

Days & Time of Credit Class: _____

****** REMINDER: You must complete 10 weeks of coaching (2 hours/week) in addition to attending the SHINE Training and Final Reflection ******

<i>Date</i>	<i>Activities you helped with today</i>	<i># of learners you worked with today</i>	<i>Hours Coached Today</i>
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***** Turn Over for more space *****

<i>Date</i>	<i>Activities you helped with today</i>	<i># of learners you worked with today</i>	<i>Hours & Minutes Coached Today</i>
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ESL/Citizenship Teacher Verification (signature): _____ Total coaching hours: _____

Important: Be sure to total up your hours before turning in.

Instructors Comments (if you wish to send private comments please email us at projectshine@mail.ccsf.edu).

*** Due Date:** This timesheet is **due Friday April 26th before 5pm** at the SHINE offices in Ocean Batmale 366.