

## FORM 2: EXTERNSHIP TIMESHEET

**Today's date:** \_\_\_\_\_ **Externship #:**  1  2  3 (check one)

**Name** \_\_\_\_\_

**Phone** \_\_\_\_\_ **E-mail address** \_\_\_\_\_

**Placement Agency** \_\_\_\_\_ **Supervisor** \_\_\_\_\_

DAY & DATE	HOURS	DESCRIPTION OF ACTIVITY

**Total Hours** \_\_\_\_\_ *(to last quarter-hour completed, e.g., 9.75, 13.25)*

\_\_\_\_\_  
**Supervisor's Name**

\_\_\_\_\_  
**Supervisor's Signature** **Date**

Please post your time sheets on TWEN every 2 weeks  
**Questions:**  
 Straus Institute for Dispute Resolution  
 Pepperdine University School of Law  
 Attn.: Joanna Reese  
 24255 Pacific Coast Hwy, Malibu, CA 90263  
 E-mail: [joanna.reese@pepperdine.edu](mailto:joanna.reese@pepperdine.edu)

**Remember a one-page journal entry must also be turned-in for every 35 hours completed.**