

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 timesheets every 2 weeks on Courses

Questions:

Straus Institute for Dispute Resolution

Pepperdine University School of Law

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E-mail: joanna.reese@pepperdine.edu

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