

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 send your time sheets every 2 weeks
 Mail or Drop Off:
 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
 Fax: 310.506.4437

Remember a one-page journal entry must also be turned-in for every 21 hours completed.