

## 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](mailto:joanna.reese@pepperdine.edu)  
 Fax: 310.506.4437

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