

Name: _____

MENTOR TIME SHEET

Student ID # _____

Due the 1st and 16th of each month at 12:00 PM and must be completed in ink.

Record mentee interactions, meetings, prep, class hours, etc. below. Please code the nature of the contact using the corresponding number (more than one may apply).

Types of Contact:

(1) In-Person: meetings outside of class (2) Phone (3) Email (4) Online Chat (5) Text (6) Social event (7) Other—explain

Date:	Time In:	Time Out:	Minutes/ Hours:	Nature of Contact:	Description:
Class Date:	Time In:	Time Out:	Minutes/ Hours:	Major Class Topic(s):	What was your role in class on this date?

Total Hours: _____

I certify all hours have been recorded accurately:

Mentor Signature: _____

Date: _____

For Office Use Only:

CETL Staff Signature: _____

Date: _____

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