**Service-Learning and Research Scheme**

Activity & Attendance Record Sheet

**Importance: Please submit to your TA and S-L coordinator on or before deadline, otherwise, your S-L hours might not be counted in the S-L Requirement.**

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| **Term:** | |  | | | | | | | |
|  | | (e.g. Term 1, 2021-22) | | | | | | | |
| **Name of Student:** | |  | | | | **Student No.:** |  | | |
| **Course Code & Title:** | |  | | | | | | | |
| (e.g. SLP1101 Community Engagement through Service-Learning) | | | | | | | | | |
| **Project Name & Group No.:** | | |  | | | | | | |
| (e.g. Food Collection Project, Group 1) *\* Please refer to the Project Information Sheet.* | | | | | | | | | |
| **\*Service-Learning Experience Details** Record down all your training and service hours that you have participated in the Service-Learning project. | | | | | | | | | |
| **Date** (DD/MM/YY) | **Timeframe** (e.g. 1200-1330, in 30min-unit) | | | **Task/Activity** | | | | **No. of Hour(s)** (e.g. 1.5) | **Activity Category**  *(Training = T;  Service Practicum/ Preparation/Reflection = S )* |
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| *(Please add separate form if the space is not enough)* | | | | | **Total Hours of Training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
|  | | | | | **Total Hours of Service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
|  | | | | | **Total Hours (Training + Service): \_\_\_\_\_\_\_\_\_\_\_** | | | | |

*Note 1: To fulfill Service-Learning Requirement, a completion of* ***30 hours (includes Training & Service)*** *is* ***Mandatory.***