

Today's Date: \_\_\_\_\_

## Reported Work Hours Guideline

---

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

EMPLID: \_\_\_\_\_ Class Year: \_\_\_\_\_ Practice Name: \_\_\_\_\_

---

### Requirements for Submitting Hours:

- The Veterinary Technology Program requires a 20hr/week average while enrolled in the program.
  - This form must be signed by the student AND the office manager of the practice or the student mentor PRIOR to submitting this worksheet
  - This form must be completed in its entirety and submitted with official proof of recorded hours (i.e. punch report, hour log, timecard, etc.). **NO** paystubs will be accepted for proof of hours.
  - All end of semester forms **MUST BE** sent in PDF format. **NO** photos of forms will be accepted.
  - Please confirm all paperwork is readable and can be clearly viewed before sending in paperwork to the program.
- 

### Reported Hours

Semester (Summer, Fall, Spring)	Semester Year	Hours Logged in to Date

Semester Timeline

Fall: August to December      Spring: January to May      Summer: May to August

---

Student: Please print and sign your name below:

Print: \_\_\_\_\_ Signature: \_\_\_\_\_

Mentor or Office Manager: Please print and sign your name below:

Print: \_\_\_\_\_ Signature: \_\_\_\_\_

---

Office Use Only:

Date Received: \_\_\_\_\_ Date Scanned: \_\_\_\_\_ Initials: \_\_\_\_\_

Hours reported are confirmed with timesheet: \_\_\_\_\_