

Fax Number:
(785) 670-2462
Shawn Leisinger, Director



**Washburn University School of Law
Externship Program**

WEEKLY TIME SHEET

Student Extern: _____

Field Placement Supervisor: _____

Week of: _____

Date	Timekeeping Code	Time	Activities

Total Hours: _____

I certify that this time sheet is an accurate report of the hours and activities I spent in my Externship placement for the week reported.

Signature of Student Extern Date

I have reviewed this time sheet and verify that the hours and activities are accurately reported.

Signature of Field Placement Supervisor Date

Timekeeping Codes

- | | | | |
|----|---|----|--|
| C | Conference with | NG | Negotiation |
| CL | Client interview/meeting | P | Preparation (drafting) of |
| CT | Court appearance/hearing/trial/watching | PC | Phone call with |
| FM | File maintenance | R | Review of |
| FO | Filling out/completing forms | RV | Revision of |
| L | Letter to | TT | Travel time (This does not include commutes to and from work.) |
| LR | Legal research | | |

PLEASE KEEP A COPY OF YOUR TIME SHEET FOR YOUR RECORDS.
(Revised 8/16/2010)