TIME SHEET

Name:_____

Work Codes: RD – Reading
ST – Study/Review Text
SN – Study/ Review Notes

Draft – 1st & intermediate drafts of assignments.
Prepare – Final draft of assignments.

*Please Note: Work codes do not cover every task that a student may perform for this class. You are responsible for noting on your timesheet any task done for which there is not a work code.

Date	Work	Time