# Office Administration Health Services – Hours Tracking Form

Please return the completed Hours Tracking Form and Employer Evaluation, signed by your supervisor, upon completion of your placement.

Remember, only placements that are 110-120 hours or greater are considered satisfactory. Any placements that do not meet the minimum required hours will not be counted.

Student Name:

Placement Host Facility:

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| --- | --- |
| Date | Total Hours Worked |
| Click or tap to enter a date. |       |
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Supervisor’s Name: (Please Print)

Supervisor’s Signature:

Total Hours Completed:       Date: Click or tap to enter a date.