*DMACC*

# *Distance Learning Online Course Development*
# *Adjunct Time Tracking Sheet*

***Please Print***

Name: _____ ID Number: _____

Department: _____ Location/Campus: _____

Semester: _____ *(please complete a new sheet for each semester a stipend is received)*

**Please list each date of course development and amount of work time for that date.**

| **Date Working on Course Development (month/day/year)** | **Related Time Worked This Date in Hours and Minutes (round to the nearest ¼ hour)** |
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(attach additional sheets as needed)

I certify the information here to be correct.

_____ _____
Employee Signature Date

_____ _____
Supervisor Signature Date

Please send completed form to Human Resources at humanresources@dmacc.edu.