

HEART OF GEORGIA TECHNICAL COLLEGE RESPIRATORY THERAPY PROGRAM

Weekly Timecard

Name _____

DAY	DATE	TIME IN	THERAPIST SIGNATURE AND CREDENTIALS for Time In (arrival)	TIME OUT	THERAPIST SIGNATURE AND CREDENTIALS for Time Out (departure)	CLINICAL SITE
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						

INSTRUCTIONS: Every student will sign in twice a day, once in the morning as soon as you arrive, and once in the evening when you are leaving. Each day should have two therapist signatures, once in the morning, and once in the evening. Please have the therapist sign their full name with credentials. You must completely fill out this time card every day and turn it in once a week on Friday. There are no exceptions and every student is expected to complete this time card and turn it in on time every week. These time cards are part of the clinical handbook and may not be falsified in any way. Any false information entered on a time card will result in the same penalty as if the student were caught cheating (see your handbook) with no exceptions.