



Verification Due Date
 Fall November 9, _____
 Spring April 3, 2020
 Summer July 30, 2021 _____

VERIFICATION INFORMATION

Name _____ School ID # _____
 First Last
 Telephone# _____ Campus P.O. Box# _____
 Course Name _____ Instructor's Name _____
 Site or Project Name _____ Supervisor's Name _____
 Classification: Freshman Sophomore Junior Senior

Directions: Use the table below to record your service-learning hours.

Date	Time In	Time Out	Total Hours

Date	Time In	Time Out	Total Hours
Total Site Hours			

Please evaluate the student on a scale of 1 to 5 in the following areas:

1 = Poor 2 = Below Average 3 = Average 4 = Above 5 = Excellent
 Average

- | | | | | | |
|-----------------------------|---|---|---|---|---|
| 1) Punctuality | 1 | 2 | 3 | 4 | 5 |
| 2) Initiative | 1 | 2 | 3 | 4 | 5 |
| 3) Attitude | 1 | 2 | 3 | 4 | 5 |
| 4) Communication | 1 | 2 | 3 | 4 | 5 |
| 5) Completes Assigned Tasks | 1 | 2 | 3 | 4 | 5 |

Thank you for helping our students extend their learning beyond the classroom. This form, completed with your signature, serves as verification of the student's engagement in viable service. The student is responsible for returning this form by the due date.

Site Supervisor's Signature: _____

Instructor Verification

Hours in this section include total site hours earned and additional hours awarded by the Instructor for the completion of aligned classroom-based activities. The Action hours are the site hours earned that are recorded and verified by the site supervisor in the table above. The Instructor's signature serves as verification of the student's fully completed service-learning engagement in course-based development (total # of hours student earned in the IPARD framework).

Site Hours _____ + Course-Based Development Hours _____ = Total Project Hours _____

Instructor's Signature: _____

Return to: Office of Service-Learning, Business Development Center

White
Service-Learning Office Copy

Gold
Student's
Copy

For Office Use Only: Received by _____
 Initials Date

S-L/20-21