**Benedict College**

#### Verification Log Due Date

 **Fall**

##  Spring

 **Summer**

**Service-Learning Verification Log**

|  |
| --- |
| **Verification Information** |
| Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *First Last* | School ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| 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** |
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|  |  |  |  |  | **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 Average **5** = Excellent

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: Mr. Porter, Office of CDS-Service-Learning, Antisdel House 2nd Floor**

|  |  |  |
| --- | --- | --- |
| WhiteService-Learning Office Copy |  | GoldStudent’s Copy |

|  |  |
| --- | --- |
| **For Office Use Only:** Received by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials Date  |  ***S-L/23-24*** |