

Service-Learning 101

SECURE A SERVICE PARTNER

Use the database QR Code/Link or EAGLE LINK to secure your own nonprofit or government agency partner or virtual opportunity.



[TINYURL.COM/FGCUSLD](https://tinyurl.com/fgcusld)



[TINYURL.COM/FGCUSERVICEOPPORTUNITIES](https://tinyurl.com/fgcuserviceopportunities)

SERVE!



CHECK HOURS

- Visit [TINYURL.COM/FGCUSLhours](https://tinyurl.com/fgcuslhours)
- Or
- Click "Experiential Learning"
 - Click "My Total Hours"
 - Hours appear once VERIFIED by service partner, allow 3-5 business days

1

2

3

4

5

SUBMIT SERVICE PARTNER

- Visit Eagle Career link QR Code/Link
- Click "Experiential Learning"
- Click "Add New" and complete all required fields
- Approval is not automatic, Allow 24 hours to see "APPROVED"
- Check out page 2 for more information



[TINYURL.COM/FGCUECL](https://tinyurl.com/fgcuelcl)

SUBMIT HOURS

- Visit [TINYURL.COM/FGCUECL](https://tinyurl.com/fgcuelcl)
- Click "Experiential Learning"
- Find your APPROVED partner
- Click "Track Hours" and complete all required fields
- Check out page 2 for more information



EAGLE CAREER LINK

TINYURL.COM/FGCUECL

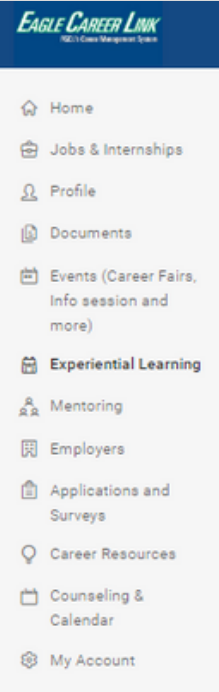


SUBMIT SERVICE PARTNER

- Visit Eagle Career link
- Click "Experiential Learning"
- Click "Add New"

Add New

- Complete all required fields
- Tips for step 2:**
- Make sure placement type is selected as Service-Learning
 - Use the autofill box to find your service partner. **If it doesn't pop up, use the New Partner box below it.**



New Employer/Agency/Partner or Program
Use this field if the employer/agency/partner does not exist in the system.

For Service-Learning: See pre-approved agencies at <http://www.fgcu.edu/Connect/search.html>. Agency must be a registered 501c3 or governmental organization. If your agency is not listed on the service-learning database, please email servicelearning@fgcu.edu for pre-approval. Otherwise, service experience may not qualify.

- If you need to attach documents for hours verification, you will want to attach before signing the Experiential Learning form.

Attachment(s)
Certain programs require additional documentation - if necessary, add documentation here.

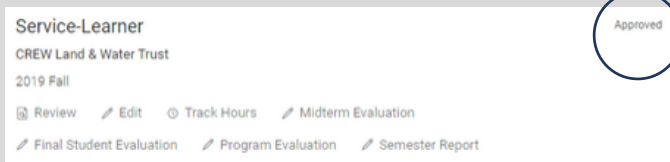
Student Agreement Signature *

- Please double check your supervisor's email address. Incorrect emails will slow the process of verifying your hours.

Site Supervisor Email *

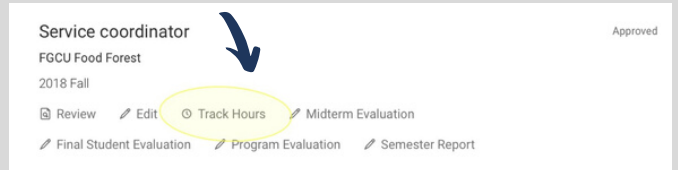
This information will be used to confirm that you have discussed and agreed on your learning objectives. DO NOT use an eagle.fgcu.edu email.

All service partners must be a nonprofit, not-for-profit, or a governmental organization. You must see **APPROVED** before serving with your partner and tracking your hours.

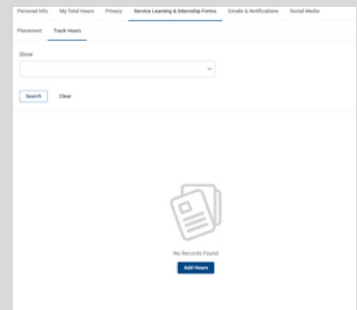


SUBMIT HOURS

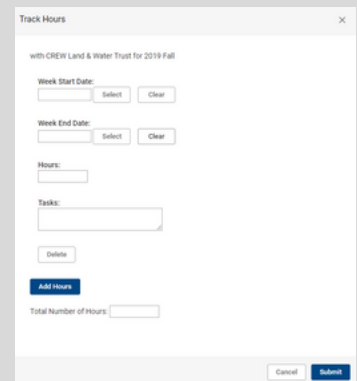
- Visit Eagle Career Link
- Click "Experiential Learning"
- Find your APPROVED partner
- Click "Track Hours"



- Once on Track Hours page, scroll until you see the blue "Add hours" box!
- Click "Add hours" for the pop-up box.
- If you are adding additional hours you need to duplicate the record.

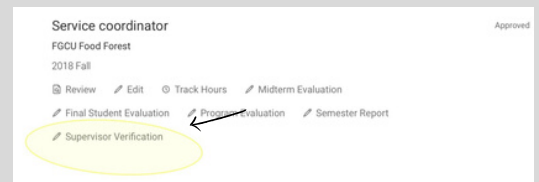


- Enter start and end dates, total hours and make sure to fill out the tasks box or it will not save. Then select **SUBMIT** 😊



Tips for step 4:

- If doing long-term service at one location, we suggest that you track ALL of your hours at the end of each semester.
- Double check to make sure your service partner **VERIFIED** your hours by opening the **SUPERVISOR VERIFICATION**.



Make sure to start back at step two for any future service-learning opportunities!



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