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.

SUBMIT SERVICE PARTNER

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

SERVE!

TINYURL.COM/FGCUSLD

TINYURL.COM/FGCUSERVICEOPPORTUNITIES

SUBMIT HOURS

3. Visit TINYURL.COM/FGCUECL
4. Click "Experiential Learning"
5. Find your APPROVED partner
6. Click "Track Hours" and complete all required fields
7. Check out page 2 for more information

CHECK HOURS

- Visit TINYURL.COM/FGCUSLhours
- Click "Experiential Learning"
- Click "My Total Hours"
- Hours appear once VERIFIED by service partner, allow 3-5 business days

TINYURL.COM/FGCUSLD

Florida Gulf Coast University

OFFICE OF SERVICE-LEARNING AND CIVIC ENGAGEMENT

fgcu.edu/servicelearning | Library 450
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.

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

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

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"

**Service coordinator**
FGCU Food Forest
2018 Fall
- Review
- Edit
- Track Hours
- Midterm Evaluation

**Final Student Evaluation**
- Program Evaluation
- Semester Report

- 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!