Service-Learning 101

**SECURE A SERVICE PARTNER**

Use the database QR Code/Link or secure your own nonprofit or government agency partner.

[QR Code]

TINYURL.COM/FGCUSLD

**SERVE!**

1. **SECURE A SERVICE PARTNER**
   - Visit Eagle Career link QR Code/Link
   - Click "Service-Learning & Internships"
   - Click "Service-Learning & Internships Forms"
   - Click "Add New" and complete all required fields
   - Check out page 2 for more information

TINYURL.COM/FGCUECL

**SUBMIT SERVICE PARTNER**

2. **SUBMIT SERVICE PARTNER**
   - Visit Eagle Career link QR Code/Link
   - Click "Service-Learning & Internships"
   - Click "Service-Learning & Internships Forms"
   - Click "Add New" and complete all required fields
   - Check out page 2 for more information

TINYURL.COM/FGCUECL

3. **SERVE!**

4. **CHECK HOURS**
   - Visit TINYURL.COM/FGCUSLhours
   - Or
   - Return to Service-Learning & Internship tab in Eagle Career Link
   - Click "Service-Learning & Internships"
   - Click "My Total Hours"
   - Hours appear once VERIFIED by service partner

TINYURL.COM/FGCUSLhours

5. **SUBMIT HOURS**
   - Visit TINYURL.COM/FGCUECL
   - Return to Service-Learning & Internship tab
   - Click "Service-Learning & Internships Forms"
   - Find your APPROVED partner
   - Click "Track Hours" and complete all required fields
   - Your service partner is notified and asked to verify hours
   - Check out page 2 for more information

Office of Service-Learning & Civic Engagement
Library 450 or servicelearning@fgcu.edu

Florida Gulf Coast University
SUBMIT SERVICE PARTNER

- Visit Eagle Career link
- Click "Service-Learning & Internships"
- Click "Service-Learning & Internships Forms"
- 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.

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.

SUBMIT HOURS

- Visit Eagle Career Link
- Return to Service-Learning & Internship tab
- Click "Service-Learning & Internships Forms"
- Find your APPROVED partner
- Click "Track Hours"

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

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

Eagle Career Link will send your form to the Office of Service-Learning & Civic Engagement to review your service partner. 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.

Office of Service-Learning & Civic Engagement
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