

Service Learning Scheduler

Student's name _____

Name of service learning class _____

include department and course title if you know it

I need to serve _____ hours each week

Service learning professor _____

I need to serve _____ hours over the whole semester

Neither of these apply; I am working on a special service learning project

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

8-8:30							
8:30-9:00							
9:00-9:30							
9:30-10:00							
10:00-10:30							
10:30-11:00							
11:00-11:30							
11:30-12:00							
12:00-12:30							
12:30-1:00							
1:00-1:30							
1:30-2:00							
2:00-2:30							
2:30-3:00							
3:00-3:30							
3:30-4:00							
4:00-4:30							
4:30-5:00							
5:00-5:30							
5:30-6:00							
6:00-6:30							
6:30-7:00							
7:00-7:30							
7:30-8:00							
8:00-8:30							
8:30-9:00							

To the student

Put **XXXXX** in each timeblock when you have a class or a required class commitment (for example, a lab or a music lesson)

Put **-----** in each block when you have a **CONSISTENT** non-class commitment (for example, a club meeting, job, extracurricular activity, band practice)

*If your non-class commitments **VARY** from week to week, **DO NOT** mark them on this schedule. Only mark those commitments which are **CONSISTENT** from week to week.

*Please be aware that service learning is part of your academic work for your service learning class. Just like all your other class responsibilities, academic work must be prioritized. Non-class commitments may need to be scheduled around your service learning.

To the agency supervisor

Students are expected to begin their service learning work by Monday, February 1st, 2010.

Loyola holidays for the fall semester:
 Mon-Tues, February 15th- 16th (Mardi Gras)
 Mon-Mon, March 29th-April 5th (Spring Break)

Students will be expected to serve except when there are Loyola-approved breaks and holidays. Classes end on Wednesday, April 28th, 2010. Exams end on Friday, May 7th, 2010. Please let students know your policy on absences, cancellations, tardiness, and make-up work. Students should complete their service learning work by Wednesday, April 28th, 2010.

Students may keep a copy of this schedule and give the other copy to their service learning supervisor