

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, September 21st, 2009.

Loyola holidays for the fall semester:
 Mon-Tues, October 19th- 20th (Fall Break)
 Wed-Sun, November 25th-29th (Thanksgiving)

Students will be expected to serve except when there are Loyola-approved breaks and holidays. Classes end on Friday, December 11th, 2009. Exams end on Friday, December 18th, 2009. Please let students know your policy on absences, cancellations, tardiness, and make-up work. Students should complete their service learning work by Friday, December 11th.

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