

## **Additional Presentation Information**

**Student Time Logs:** If you are using Student Time Logs for the students to keep track of their time, these will be mailed to each of the Faculty before class starts. These are tools for the Faculty to use to verify the student's service-learning time. If the student requires another one – they can either go to the Service-Learning website and print one out at the "Faculty and Student Resources" link or the time logs may be picked up at the Center for Service-Learning, room 5070 – they are on the outside wall and readily available.

**The Powerpoint Presentation:** is mailed to all Faculty before the semester starts, but it can also be found on the Service-Learning website in the "Faculty Presentation" area in .PDF form.

**Option Classes:** List of students opting for the service-learning project for the class is due to Service-Learning on the last day for students to withdraw with a Grade of "W"

**End of Semester:** Surveys for the students to fill out (and one for the Professor) will be sent to all Professors several weeks before the end of class. The Surveys are to be sent back to Service-Learning at the end of classes.

**Faculty Surveys, formerly known as checklists:** You will be notified by e-mail when the Faculty Surveys are turned on in Banner for your use.