



Service Learning Log-in Form

Jackson State University

601-979-1761 (Office)

Jacob L. Reddix Building

1st Floor, Suite 110

Directions: Forms should be completed legibly and submit to your professor; we will **not** accept faxed forms. **Guidelines:** Hours from previous semesters or hours served prior to current service dates will not be accepted. All sites/agencies not listed on the Harden Center's Agency List, must be approved by our staff prior to service rendered. Students may not complete service where they are currently employed. **In keeping with federal regulations, students may not volunteer more than 8 hours per day.** Students volunteering at schools between 7:30am- 4:00pm (elementary, middle, high) must obtain signature of the office staff or principal. In accordance with the school's visitor policies, visitors (volunteers) must check in at the main office, each visit. Our office will only verify student's volunteer attendance via the mentioned school's official visitor's log. For all other approved sites, the agency representative must provide signature and initials as the supervisor on the service-learning form. Failure to obtain proper signatures, abide by the guidelines set forth or obtain site approval, before the submission of this service learning form, will result in the rejection of hours.

Forms Due: Friday, August 2, 2019

Student Name _____

J# _____

Student Contact # _____

Instructor _____

Course _____

Location/Site Agency _____

Semester Fall _____

Spring _____

Summer _____

Fall Intersession _____

Spring Intersession _____

Date	Time In	Time Out	Total Hours	Services Provided (Details of the duties that were completed)	Supervisor's Initials (Hours will not be credited if there are no initials)

Total Hours _____

2.70 FORGERY, DISHONESTY, FRAUDULENT ACTS, AND/OR MISREPRESENTATION. Forgery of names, signatures, documents (personal, public and/or private) will not be tolerated. Forgery, deceptive, misrepresentation and/or dishonest acts include, but are not limited to materials, misuse of University documents, records, student identification cards or documents and records belonging to another, cheating, plagiarism or other forms of dishonesty. Lying, knowingly furnishing false information to the University or its officials, other forms of dishonesty in University-related affairs is also prohibited. **SANCTION:** Restitution (if required) + Probation and/or Community Service; Suspension + Restitution (if required); Indefinite Suspension + Restitution (if required).

I, _____, the above student's site supervisor, do certify that the above mentioned student _____
(supervisor's printed name) (student's printed name)

completed the above listed hours and is not a paid employee, consultant or work-study student at my organization/agency.

Site Supervisor's Signature _____ Site Supervisor's Title _____ Date _____

Site Supervisor's Work Email _____ Site Supervisor's Contact Number (no cell numbers) _____

Student's Signature _____ Date _____ Phone Number _____

Professor's Signature _____ Date _____