

Summary Form

For Both Faculty-Facilitated & Student-Initiated Service Learning Projects

Upon completion of a Service-Learning experience, this form should be completed for student graduation requirement purposes. The form should be completed for each separate activity (for example, if you complete 6 service-learning hours at Agency A and 9 hours at Agency B, you should complete two Project Summary Forms and turn them in upon completion of each project).

Completed by Student

Student Information:

Student Name: _____ Student ID #: _____
 See attachment (skip to Agency Info.) 7-Digit Number - can be found on your MyMercy Account
 Program: _____ Expected Graduation Term: _____

Agency Information:

Agency Name: _____
 Agency Supervisor: _____

Project Information:

Type of Project? (Check one) Student-Initiated Faculty-Facilitated within a Course/Program

Brief Summary of Project:

Total Hours Completed: _____ Approximate People Served: _____

Community Needs Met (Check one): Housing/Homeless Health Immigrants/Global Issues Hunger
 Senior/Elder Services Poverty Women's Issues Other

Hours Log:

Students my attach a separate Hours Log sheet for longer projects (located on mchs.edu)

Date	Time	Activity	Supervisor's Initials

By signing below, I verify that I have completed the service-learning project as described on this form.

Student Signature: _____ **Date:** _____

Completed by Advisor (Student-Initiated) or Instructor (Faculty-Facilitated)

Project Approval:

All service-learning hours or projects *must* be approved by the advisor (for Student-Initiated projects) or the instructor (for Faculty-Facilitated projects) for the service-learning hours to apply toward graduation requirements.

By signing below, I verify that this student completed the service-learning project described on this form.

Advisor/Instructor Name (Printed): _____

Advisor/Instructor Signature: _____ **Date:** _____