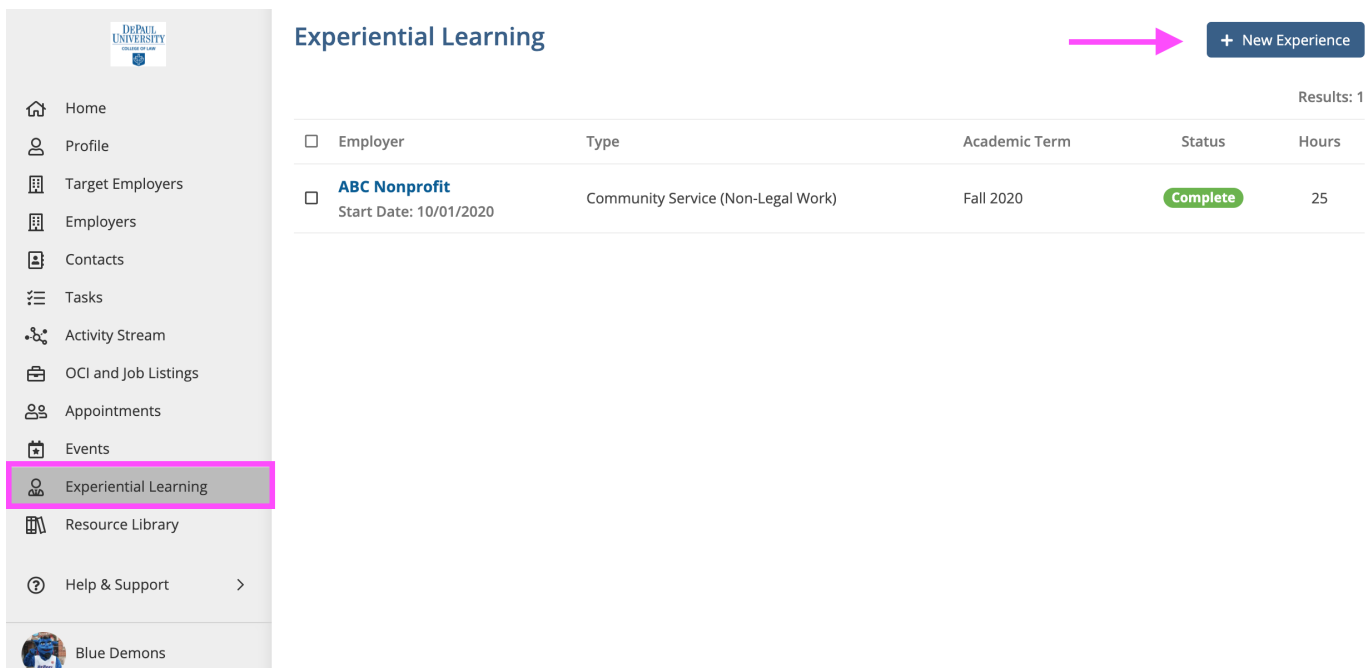


# Student Service Hours Reporting: Quick Start Guide

The Pro Bono & Community Service Initiative has adopted a new tool within the Vincent platform powered by 12Twenty that will make reporting your service hours even easier! In just a few easy steps this quick start guide will walk you through how to create a new experience, submit your service hours, and track your completed service opportunities.

## 1) From your homepage, on the left navigation panel, select **Experiential Learning**

- To get started, click **" + New Experience "**



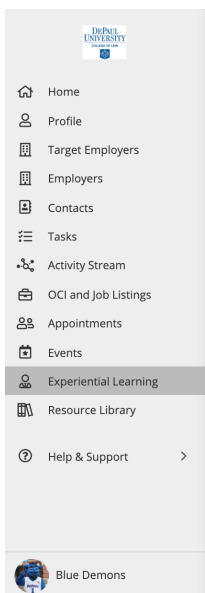
Experiential Learning

Results: 1

<input type="checkbox"/>	Employer	Type	Academic Term	Status	Hours
<input type="checkbox"/>	<b>ABC Nonprofit</b> Start Date: 10/01/2020	Community Service (Non-Legal Work)	Fall 2020	<b>Complete</b>	25

## 2) From here, complete the form for each new experience you would like to submit your hours for certification

- Please answer as many of the survey questions as possible - your feedback will directly help other students as they begin to research organizations to work with.
- After completing, please select "Save" and then click "Submit" in the upper-right hand corner
- Your experience will now be "In Progress" and will be able to add your hours in the next step



### Create New Experience

Cancel Save

**i** DePaul University College of Law is Vincentian and rooted in a strong tradition of service and social justice. The College of Law encourages students to make a lifelong commitment to provide pro bono and community service to improve access to the justice system.

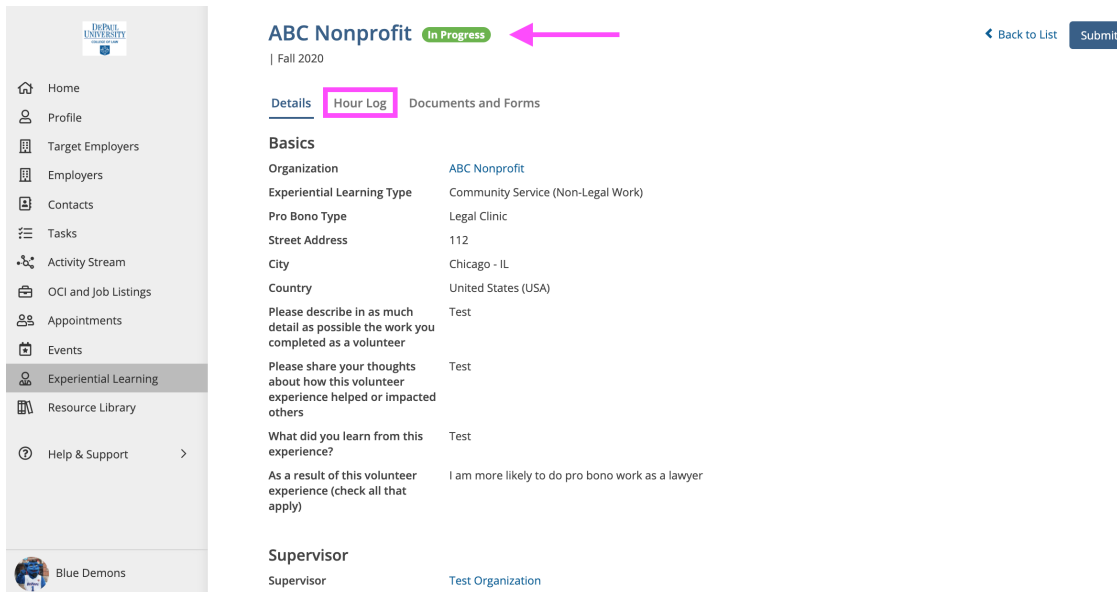
The Pro Bono Pledge, which is voluntary, asks students to perform a minimum of 50 hours of service over their three years in law school. Students who fulfill the Pledge and report at least 50 hours of service during their time at DePaul are eligible for a service award. You can complete the pledge [here](#).

**Before reporting your pro bono and/or community service hours, please review PBCSI's Reporting and Award Guidelines Agreement, which can be found [here](#). Knowingly or intentionally misreporting or falsifying your service hours or otherwise violating the PBCSI Guidelines may constitute a violation of the College of Law's Honor Code. Please contact [pbcsl@depaul.edu](mailto:pbcsl@depaul.edu) with any questions.**

#### Basics

Organization*	<input type="text" value="Specify employer name"/>
Experiential Learning Type*	<input type="text" value="-- Experiential Learning Type --"/> <b>*Required</b>
Pro Bono Type*	<input type="text" value="-- Pro Bono Type --"/> <b>*Required</b>
Address	<input type="text" value="Address"/>
Country*	<input type="text" value="-- Country --"/>
City*	<input type="text" value="Select an existing city"/>
Please describe in as much detail as	<input type="text" value="Please describe in as much detail as possible the work you completed as a"/>

3) Next, you will want to submit your completed hours for each unique experience. Click on **“Hour Log”** to submit your hours



The screenshot shows the 'ABC Nonprofit' page with a green 'In Progress' status and a pink arrow pointing to it. The 'Hour Log' tab is highlighted with a pink box. The page contains a sidebar with navigation options like Home, Profile, Target Employers, etc. The main content area is titled 'Basics' and includes fields for Organization (ABC Nonprofit), Experiential Learning Type (Community Service (Non-Legal Work)), Pro Bono Type (Legal Clinic), Street Address (112), City (Chicago - IL), and Country (United States (USA)). There are three text input fields for descriptions: 'Please describe in as much detail as possible the work you completed as a volunteer', 'Please share your thoughts about how this volunteer experience helped or impacted others', and 'What did you learn from this experience?'. A checkbox section asks 'As a result of this volunteer experience (check all that apply)' with the option 'I am more likely to do pro bono work as a lawyer'. The Supervisor is listed as 'Test Organization'.

4) Complete the Hour Log and select **“Save”** when finished

- The “Date” will be the date you completed your Pro Bono experience
- Your hours will be the total hours completed
- Tell us about your experience i.e. what did you do, what were your tasks/responsibilities

Edit Hour Log Entry

Date\*

Hours\*

Description



5) Click “Submit” to complete the entry for this experience

ABC Nonprofit In Progress

| Fall 2020

◀ Back to List

Submit

Details Hour Log Documents and Forms

Total Hours: 15

+ Add Hours

Export Hour Log

Date	Hours	Description
09/30/2020	15	Share with us what you did day-to-day during this experience

6) Navigate to the Experiential Learning homepage to view all of your completed Pro Bono experiences!

Experiential Learning

+ New Experience

Results: 2

<input type="checkbox"/>	Employer	Type	Academic Term	Status	Hours
<input type="checkbox"/>	<b>ABC Nonprofit</b> Start Date: 09/01/2020	Community Service (Non-Legal Work)	Fall 2020	Complete	15
<input type="checkbox"/>	<b>ABC Nonprofit</b> Start Date: 10/01/2020	Community Service (Non-Legal Work)	Fall 2020	Complete	25