

UNIVERSITY OF
INDIANAPOLIS

CENTER FOR SERVICE-LEARNING
& COMMUNITY ENGAGEMENT

Service-Learning Lab - Service Hours Record

Student's Name: _____

Agency: _____

Field Supervisor's Name & Title: _____

Contact Information of Agency/Field Supervisor: _____

Phone: _____ Email: _____

Once you are assigned to a community need in your course group on HoundsConnect, only then can you enter their Service-Learning hours through the following instructions:

1. Visit: <https://houndsconnect.uindy.edu/user/hours>
2. Log in with your UIndy credentials
3. Track your hours by entering the necessary information under "[track hours](#)"
 - ****IMPORTANT**** While entering the necessary information, please remember to select your group and the community need assigned to your group for it to be counted as Service-Learning hours
 - If your course instructor requires a small-reflection on your experience, please enter in the description box

Dates of Service

[Please record date, # of hours worked, type of service student provided & supervisor initials] **Please use this as needed and make sure to log your hours in hounds connect**

Date	# of hours served	Types of Service Student Provided	Total number of hours

I validate that _____ (student name) has served the total number of hours indicated on this form with our agency during semester _____ (Semester and year).

Field supervisor name and title: _____

Field Supervisor Signature: _____

I verify that this record is an accurate account: _____

[student signature]