# **OrgSync FAQ for Service-Learning Faculty**

***How do my students enter the hours that they serve as part of my service-learning course?***

Students should follow the steps identified in the Logging Hours in OrgSync file. Please feel free to refer any student questions to Lesley Graybeal, Service-Learning Program Coordinator, [lgraybeal@uca.edu](mailto:lgraybeal@uca.edu).

***My students will be serving several times throughout the semester. Do they need to log the hours every time they serve, or should they wait until the end of the semester?***

How often your students enter their hours is up to you! You may choose to have your students log their hours throughout the semester or once at the end.

***Who should my students list as the “reference” on their involvement entry?***

If you would like to receive an email notification when your students submit hours, ask them to list you as the reference and include your email address. If you would NOT like to be notified by email, tell them to leave the reference information blank.

***Do my students need to select learning outcomes?***

Learning outcomes are an optional part of the involvement entry. Feel free to have your students use this tool if you like. Students will be able to choose up to three outcomes from a list of one- to two-word descriptors of what they learned (e.g. “appreciation of differences,” “communication,” and “social responsibility”).

***I have my students write a reflection journal / give a reflection presentation / keep a reflection blog, etc., so why is there a reflection field on the involvement entry form?***

The reflection field at the end of the form is optional. It gives your students an opportunity to reflect *briefly* on the service that they did. If you would like students to share any particular information in the reflection field (for instance, their most immediate thoughts and feelings after completing a service activity), be sure to let them know. Otherwise, they may leave this field blank.

**Do you have other questions?** Email Lesley Graybeal at [lgraybeal@uca.edu](mailto:lgraybeal@uca.edu) for answers!