Loyola University Chicago

Student Information System

How to Enter Engaged Learning Information in LOCUS
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Overview

Congratulations on securing a meaningful and career-related work experience/internship this semester. We hope you are gaining valuable knowledge, skills & experience in your position.

If you are currently enrolled in an academic course related to an Engaged Learning experience in your major or area of interest, and will receive academic credit for your internship at Loyola University Chicago, you can make use of a new feature in LOCUS.

In order to collect accurate data for Engaged Learning sections each semester, you must now enter information about your internship site on-line in a comprehensive system.

Please follow the directions in this document to enter your Internship Information in LOCUS.
Navigating to the Engaged Learning Center

1.) Navigate to the Student Center.
2.) Click the “My Academics” link.
<table>
<thead>
<tr>
<th>Academic Requirements</th>
<th>View my advisement report</th>
</tr>
</thead>
<tbody>
<tr>
<td>What-If Report</td>
<td>Create a what-if scenario</td>
</tr>
<tr>
<td>Advisors</td>
<td>View my advisors</td>
</tr>
<tr>
<td>Change Major/Minor</td>
<td>Change Major/Minor</td>
</tr>
</tbody>
</table>

| Transfer Credit       | Evaluate my transfer credits |
|                       | View my transfer credit report |
| Course History        | View my course history      |
| Transcript            | View my unofficial transcript |
|                       | Request official transcript |
| Enrollment Verification| Request enrollment verification |

| Graduation            | Apply for graduation       |
|                       | View my graduation status  |

| Engaged Learning      | Add/Edit/View Engaged Learning Record |

3.) Click the “Add/Edit/View Engaged Learning Record” link.
Entering Engaged Learning Academic Information

4.) Click “Add a Record.”

1.) Select the Academic Career.

2.) Select the Term.

3.) Look up the Course.

NOTE: You can currently only enter Engaged Learning data for course related Engaged Learning sites.

NOTE: The course will only appear after a term is selected.
4.) Click the magnifying glass to look for your Engaged Learning employer.

5.) Select “contains” from the Description menu.

6.) Enter the Description.

7.) Click “Lookup”
Entering an Employer

( Employer is listed)

1.) Select the Employer from the Search Results. If the employer is not listed, go to page 14.

2.) Look up the employer Location.
3.) Select the site Location (if listed).

4)***If your location isn’t listed, enter a new location by clicking the “Enter New Location” box. **Note:** If location is found, skip to step 10 on p.12.
5.) *** Enter Location. Eg. “Downtown, Store #5, Evanston”

6.) *** Click “Edit Address”.

7.) *** Enter Address.

8.) *** After reviewing address, click “OK”.
9.)*** After reviewing address again, click "OK".

10.) Enter Department.

Continue on Page 16.
Entering an Employer
(Employer is not listed)

1.) If your internship employer doesn’t appear in your search results, click the “Cancel” button.

2.) Click “Enter New Employer/Location”.
3.) Select *Employer Type*.

4.) Enter *Employer Name*.

5.) Enter *Location* (e.g. Evanston).

6.) Click *Edit Address*.

7.) Enter *Address*.

8.) Click “OK”.
9.) Click “OK”.

10.) Enter Department.

IMPORTANT NOTE: If you make an error in entering a new Location or new Employer, email Experiential@luc.edu and the Center for Experiential Learning will correct it for you.


**Entering Position, Supervisor, and Compensation Information**

Engaged Learning Details

- **Position**: Enter Start and End Dates.
- **Position Title**: Enter your Position Title.
- **Supervisor/Contact Information**: Enter the Name, Title and Contact information for your internship supervisor.
- **Hours/Compensation**: Enter the number of Hours Per Week (rounded up), Select Compensation Type and enter the Compensation/Hour. Compensation/Hour should be entered with a decimal place.

**Note** that Service Learning classes do not have a compensation component.
Entering Description and Learning Objectives

**Engaged Learning Details**

**Picasso, Pablo**

*Career: Undergraduate*  
*Term: 1126-Fall 12*  
*Org: UNV 390-001*  

**Engaged Learning Site**

*Organization: 0000001201  
Addington Gallery*  
*Location: River North  
Employer Type: Non-Profit*  
*Department: Curatorial Office*  
*Start Date: 10/15/2012  
End Date: 12/12/2012*  
*Position Title: Intern*  

**Supervisor/Contact Information**

*Name: Dan Addington*  
*Title: Owner/Manager*  
*Email: DanAddingtonGallery.com*  
*Phone: 312/666-6303*  

**Brief Description including assigned Special Projects/Work:**

Assisting in Curatorial department to develop clear and useful interpretive resources, such as audio and printed guides, online resources, and interactive spaces.

**Learning Objectives:**

1. Learn how an art gallery works from the inside.
2. Network with the contemporary artistic world and make a good impression.
3. Learn how to install artistic spaces.

**For Instructor Use Only**

[ ] Instructor Approval

Optional: You may click “Apply” to save your progress and keep working on your Engaged Learning information.

1.) Enter Brief description including Special Assigned Projects/Work.

2.) Click “OK”.

**NOTE:** Brief Description should be approximately a paragraph in length (Limited to 254 characters), and learning objectives should be a sentence each.
### Internship Management

<table>
<thead>
<tr>
<th>Career</th>
<th>Term</th>
<th>Course</th>
<th>Employer</th>
<th>Location</th>
<th>Department</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Undergrad</td>
<td>Fall 12</td>
<td>2912 Addington Gallery</td>
<td>River North</td>
<td>Curatorial Office</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Add an Internship**

**Viewing Instructor Approval**

#### Engaged Learning Details

**Picasso, Pablo**

<table>
<thead>
<tr>
<th>Career</th>
<th>Undergraduate</th>
<th>Term</th>
<th>Course</th>
<th>Agreement Number</th>
<th>Engaged Learning Site</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1126-Fall 12</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Position**

- **Start Date**: 10/15/2012
- **End Date**: 12/12/2012
- **Position Title**: Intern

**Hours/Compensation**

- **Hours Per Week**: 5
- **Compensation Type**: Paid
- **Compensation/ Hour**: $8.50

**Brief Description Including assigned Specific Projects/Work**

Assisting in Curatorial department to develop clear and useful interpretive resources, such as audio and interactive spaces.

**Learning Objective 1**: Learn how art gallery works from the inside.

**Learning Objective 2**: Network with the contemporary artistic world and make a good impression.

**Learning Objective 3**: Learn how to install artistic spaces.

**Instructor Approval?**

- **Approved By**: Munch, Edward

**NOTE**: You can make edits to your Engaged Learning information until your entry is approved. Once approved, no edits can be made unless the instructor removes approval to open it for editing.

3.) You can see the data you entered by clicking “View”.

1.) You can see if your instructor approved your Engaged Learning information, and the date here.