Loyola University Chicago

Student Information System

How to Enter Engaged Learning Information in LOCUS
Overview

Congratulations on participating in a meaningful Engaged Learning experience this semester! Whether you are serving the community through a service-learning class, building professional skills in an academic internship or fieldwork placement, conducting course-based undergraduate research, or performing artistic work around Chicago, we hope you are gaining valuable knowledge, skills & experience.

Loyola University Chicago needs to know where and how you are completing your engaged learning experience, as well as what you are hoping to learn from it. To facilitate this, we have created an online system that allows you to document the details of your experience. The University uses this information:

- To help manage the risks associated with students’ engaging in community-based work;
- To substantiate students’ completion of the Engaged Learning University Requirement;
- To track its partnerships with various employer and community partner organizations;
- And to integrate details of students’ engaged learning experiences into their academic transcripts.

Please follow the directions in this document to enter the details of your Engaged Learning course(s) in LOCUS. Note that you will need to complete this process for each Engaged Learning class you complete during your time at Loyola.

If you need assistance in completing this process, visit the Center for Experiential Learning website at http://luc.edu/experiential.

Thank you, in advance, for your cooperation!
Navigating to the Engaged Learning Center

Log into LOCUS and navigate to the Student Center.

Click on "My Academics"
Navigating to the Engaged Learning Center

**My Academics**

<table>
<thead>
<tr>
<th>Academic Requirements</th>
<th>View my advisement report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisors</td>
<td>View my advisors</td>
</tr>
<tr>
<td>Change Major/Minor</td>
<td>Change Major/Minor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transfer Credit</th>
<th>View my transfer credit report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course History</td>
<td>View my course history</td>
</tr>
<tr>
<td>Transcript</td>
<td>View my unofficial transcript</td>
</tr>
<tr>
<td>Enrollment Verification</td>
<td>Request enrollment verification</td>
</tr>
</tbody>
</table>

**Graduation**

- Apply for graduation
- View my graduation status

**Engaged Learning**

Click “Add/Edit/View Engaged Learning Record”

**Engaged Learning**

<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</td>
<td>Undergrad Fall 12</td>
<td>5710</td>
<td>Inspired Youth Tutoring</td>
<td>Bezazian Library</td>
<td>Tutoring and Mentoring</td>
<td>View</td>
</tr>
<tr>
<td>2</td>
<td>Undergrad Fall 2014</td>
<td>2593</td>
<td>Association House of Chicago</td>
<td>chicago</td>
<td>Adult education</td>
<td>View</td>
</tr>
</tbody>
</table>

Click “Add a Record.”
All students enrolled in Engaged Learning courses are asked to review roles and responsibilities in the partnership statement below. By clicking CONTINUE at the bottom, you affirm you have read and understand the information below. If you have any questions or concerns, please contact the Center for Experiential Learning at experiential@luc.edu.

LOYOLA STUDENTS IN EXPERIENTIAL LEARNING CLASSES HAVE THE RESPONSIBILITY TO:

- Attend any required orientation or trainings, and complete any required background checks or paperwork associated with interning/serving at their site in a timely manner.
- Serve their scheduled hours as agreed upon with the site, even if those hours should be more than the minimum required by their class(es), in a timely manner.
- Contact their site supervisor in advance if they are unable to complete scheduled duties for any reason.
- Act in a professional and responsible manner, and abide by the Loyola Student Code of Conduct at all times.
- Maintain personal health insurance or Loyola student health insurance. Along with liability insurance if their personal vehicle will be used.
- Notify their site supervisor immediately if they encounter any problems in the fulfillment of their duties, and inform their instructor and/or the Center for Experiential Learning if those problems cannot be resolved.
- Keep track of their hours and complete all duties/projects agreed upon with the site supervisor by the end of their term as a volunteer or intern.

EMPLOYERS/VOLUNTEER SUPERVISORS OF LOYOLA STUDENTS HAVE THE RESPONSIBILITY TO:

- Ensure the focus of opportunities they provide is for educational purposes and intends to benefit the student(s).
- Establish clear boundaries for students' roles, duties, and schedule, and provide them with all necessary training, background screening, and supervision required to complete their assigned responsibilities.
- Aid students in recognizing and managing risks associated with performance of their duties, and regard the safety of Loyola students as a priority equal to that of their employees' clients.
- Place students in roles that are complementary to their course's stated learning outcomes, insomuch as possible without compromising their organization's priorities.
- Be available to discuss problems or concerns that may arise during the students' performance of their assigned duties.
- Communicate any concerns with students' performance to the student(s) in question, the course instructors, and/or the Center for Experiential Learning staff in a timely, clear, and appropriate manner.
- Terminate the internship/volunteer position of any Loyola student whose inadequate performance of his/her role would constitute a threat to the student, the staff, or the clients of the experience provider.
- Hold Loyola University Chicago harmless from any liability for loss or damage arising from the acts or omissions of the employing/organization employer.
• The Loyola University Chicagorequires community-based learning to include coverage among non-academic omissions of the employer/volunteer supervisor.

COURSE INSTRUCTORS HAVE THE RESPONSIBILITY TO:
• Clearly communicate the expected learning outcomes of students’ community-based work;
• Provide reflection opportunities and assignments to help their students relate their community-based learning to other academic content;
• Communicate as needed with site supervisor(s) regarding students’ fulfillment of their community-based commitments, and enact academic/disciplinary consequences for non-fulfillment of said commitments.

LOYOLA UNIVERSITY CHICAGO (THE CENTER FOR EXPERIENTIAL LEARNING) HAS THE RESPONSIBILITY TO:
• Support University faculty in their supervision of students’ community-based work;
• Actively cooperate with employer/community partners to define and promote appropriate experiential learning opportunities for Loyola students;
• Communicate any concerns regarding the training, duties, supervision, or safety of students to the employer/community partner in a timely and appropriate manner;
• Remove Loyola students from any employer/community partner site that does not fulfill its responsibilities towards said students, if necessary for the safety of the students and/or the organization’s clients;
• Provide general liability coverage to Loyola students during their performance of academic activities, including those associated with experiential learning courses.

Partnership Statement

Loyola University Chicago’s Center for Experiential Learning approaches partnerships with employers and community organizations as reciprocal and mutually beneficial. The goal of our partnerships is not only for our students to learn by serving as volunteers, interns, or researchers, but also for the work of students to contribute in valuable ways to the work of our partner organizations.

The Center for Experiential Learning is committed to promoting the relevant opportunities of partners to our students and faculty; to connecting partners to other University resources where appropriate; and to fostering the potential of experiential learning opportunities to both student- and site-based priorities.

We consider our partner organizations to be co-educators of our students, and in this role, we rely upon them to provide the necessary orientation, training, and supervision required for our students to complete their assigned responsibilities. We expect that our partners will regard the safety of our students as a priority equal to that of their own employees and clients. We know that our partnerships are best served by open lines of
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Through our partnerships, the Center for Experiential Learning hopes to fulfill Loyola’s mission of “expanding knowledge in the service of humanity through learning, justice and faith,” and to support the efforts of our employer/community partners as well.

Click “Continue”
Entering Engaged Learning Academic Information - Career/Term/Course

Important: The other sections will not appear unless the one before it is completed.

**Engaged Learning Details**

<table>
<thead>
<tr>
<th>Agreement Number:</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Career:</em> Undergraduate</td>
<td></td>
</tr>
</tbody>
</table>

**STEP 1:** Select your Academic Career

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**STEP 2:** Select the current Term.

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<tbody>
<tr>
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<td><em>Term:</em> 1146-Fall 2014</td>
</tr>
</tbody>
</table>

**STEP 3:** Click the magnify glass to look up the Course for which you are recording details.

**NOTE:**

A box will pop up that lists all of the engaged learning classes in which you are enrolled. Click the one for which you are entering engaged learning academic information.
Entering Engaged Learning Academic Information – Organization Search

Important: If your organization is not found, click the ‘Cancel’ button at the bottom of the page. You will then be returned back to your agreement and can proceed to fill out the rest of your Engaged Learning site information. After completing your agreement and pressing “OK,” you will be prompted to fill out information for your organization. Your Engaged Learning agreement will be saved and your organization will be manually entered in LOCUS within a couple weeks.
Entering Engaged Learning Academic Information – Complete Form

Note: after finding the organization, continue to fill out all other fields, especially those that are indicated with an asterisk (*).

Entering Engaged Learning Academic Information – Instructor Approval

Note: you can make edits on this form until your entry is approved. Once approved, no edits can be made unless the instructor removes approval to open it for editing.
Still not sure how to document your Engaged Learning?
Get help from the Center for Experiential Learning!

- Visit [http://www.luc.edu/experiential](http://www.luc.edu/experiential) for video tutorials.
- Contact experiential@luc.edu or call (773) 508-3366 for assistance.
- Stop by Sullivan Center suite 295 (Lake Shore Campus) for personal assistance from a staff person or peer mentor!