

ILLINOIS INSTITUTE OF TECHNOLOGY



Office of Community Standards
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Service Hour Completion Form

Please complete one Service Hour Completion Form for each site where you complete service hours. After each shift, it is your responsibility to complete the following:

- Your site supervisor has verified your hours by signing this form and providing a phone number
- Provide a copy of this form to the Office of Community Standards no later than five (5) days after the completion of your shift
- Complete the brief reflection on this form (Part 3)

Part 1: To be completed by the student

Student Information

Student's Name: _____ Student's ID: _____

Student's local address: _____

Student's email: _____ Student's phone: _____

Site Information

Service Site: _____

Supervisor's name and title: _____

Briefly describe the service performed:

Part 2: To be completed by the supervisor

In an effort to monitor the developmental progress of our students, please note the degree to which you agree or disagree with the following statements:

	(strongly disagree)			(strongly agree)	
1. The student was prompt when reporting for work.	1	2	3	4	5
2. The student maintained a positive and courteous attitude.	1	2	3	4	5
3. If the student wished to perform additional service hours with me I would welcome their assistance (if I had a need).	1	2	3	4	5

** If you have any additional feedback please email conduct@iit.edu**

Total number of service hours completed by student: _____

Signature of site supervisor: _____ Date: _____

Contact phone number of site supervisor: _____

Part 3: To be completed by the student

Please provide open and honest feedback to the following prompts and remember that there is no "right" answer. Your feedback helps our office improve service opportunities for the future. Please feel free to attach extra sheets as needed.

1. What connection(s) are there between the service you performed and the incident that necessitated the service?

2. What did you learn about yourself through your service?

3. How did your service demonstrate a respect for the community?

4. What community (or communities) benefitted from your service?

5. Given the answers above, how much do you agree or disagree with the following statements:

Please circle your responses (1= strongly disagree 2= agree 3= neither agree or disagree 4= agree 5= strongly agree X= not applicable)

a) My service helped me better understand IIT Cares (Care for self, Care for others, Care for community).

1 2 3 4 5 X

b) As a result of my service, I have reflected on the impact of my actions in the community

1 2 3 4 5 X

c) I feel proud of the service I completed

1 2 3 4 5 X

d) As a result of my service, I feel a sense of closure and am ready to move past this incident

1 2 3 4 5 X

For Office of Community Standards Staff Only:

Received by: _____ Date: _____

Entered into Maxient by: _____ Date: _____