LOYOLA
UNIVERSITY
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Loyola University Chicago

Faculty Approval of Engaged Learning Sections in LOCUS

Overview

LOCUS is used to collect data for Academic Engaged Learning Sections each semester. Students enter information about their internship, service learning, undergraduate research, public performance, or fieldwork site in order to streamline data collection and allow for efficient reporting of students enrolled in these Engaged Learning experiences across the university. The university documents where students perform their Engaged Learning requirements for several reasons, including: university accreditation, liability and risk, and improved services. It also allows faculty to easily access and approve the data entered by the students.

Please follow the directions in this document to access and approve the Engaged Learning data entered for your course.
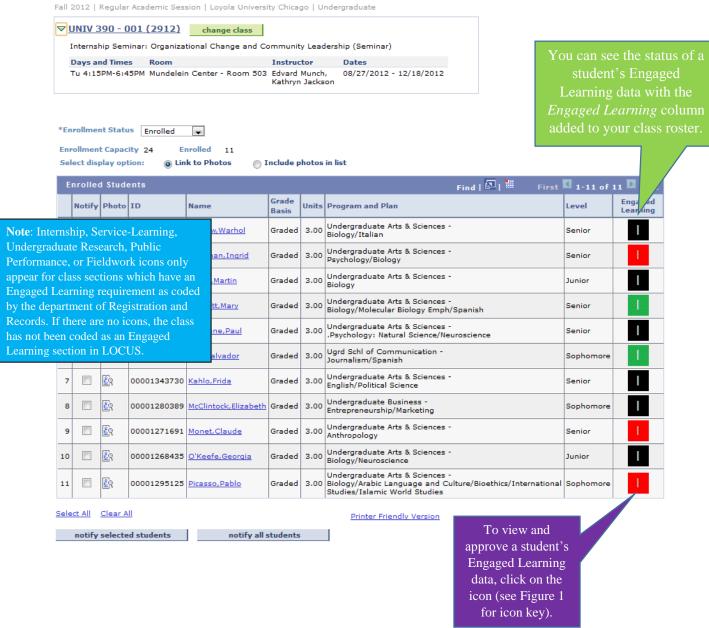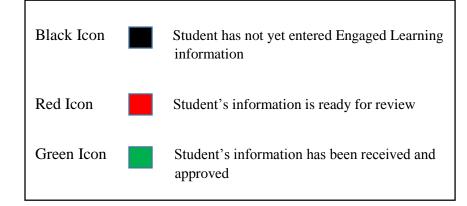
▽ **UNIV 390 - 001 (2912)** | change class |

Internship Seminar: Organizational Change and Community Leadership (Seminar)

Days and Times	Room	Instructor	Dates
Tu 4:15PM-6:45PM	Mundelein Center - Room 503	Edvard Munch, Kathryn Jackson	08/27/2012 - 12/18/2012

You can see the status of a student's Engaged Learning data with the *Engaged Learning* column added to your class roster.

*Enrollment Status Enrolled ▼

Enrollment Capacity 24   Enrolled   11
Select display option: ⦿ Link to Photos   ○ Include photos in list

Enrolled Students   Find | ⤢ | ⊞   First ◀ 1-11 of 11 ▶

	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	Engaged Learning
	☐			w,Warhol	Graded	3.00	Undergraduate Arts & Sciences - Biology/Italian	Senior	**I** (black)
	☐			an,Ingrid	Graded	3.00	Undergraduate Arts & Sciences - Psychology/Biology	Senior	**I** (red)
	☐			Martin	Graded	3.00	Undergraduate Arts & Sciences - Biology	Junior	**I** (black)
	☐			tt,Mary	Graded	3.00	Undergraduate Arts & Sciences - Biology/Molecular Biology Emph/Spanish	Senior	**I** (green)
	☐			ne,Paul	Graded	3.00	Undergraduate Arts & Sciences - .Psychology: Natural Science/Neuroscience	Senior	**I** (black)
	☐			alvador	Graded	3.00	Ugrd Schl of Communication - Journalism/Spanish	Sophomore	**I** (green)
7	☐	👤	00001343730	Kahlo,Frida	Graded	3.00	Undergraduate Arts & Sciences - English/Political Science	Senior	**I** (black)
8	☐	👤	00001280389	McClintock,Elizabeth	Graded	3.00	Undergraduate Business - Entrepreneurship/Marketing	Sophomore	**I** (black)
9	☐	👤	00001271691	Monet,Claude	Graded	3.00	Undergraduate Arts & Sciences - Anthropology	Senior	**I** (red)
10	☐	👤	00001268435	O'Keefe,Georgia	Graded	3.00	Undergraduate Arts & Sciences - Biology/Neuroscience	Junior	**I** (black)
11	☐	👤	00001295125	Picasso,Pablo	Graded	3.00	Undergraduate Arts & Sciences - Biology/Arabic Language and Culture/Bioethics/International Studies/Islamic World Studies	Sophomore	**I** (red)

Note: Internship, Service-Learning, Undergraduate Research, Public Performance, or Fieldwork icons only appear for class sections which have an Engaged Learning requirement as coded by the department of Registration and Records. If there are no icons, the class has not been coded as an Engaged Learning section in LOCUS.

Select All   Clear All   Printer Friendly Version

| notify selected students | | notify all students |

To view and approve a student's Engaged Learning data, click on the icon (see Figure 1 for icon key).

Figure 1

Black Icon	⬛	Student has not yet entered Engaged Learning information
Red Icon	🟥	Student's information is ready for review
Green Icon	🟩	Student's information has been received and approved

I – Internship
SL – Service-Learning
UR – Undergraduate Research
PP – Public Performance
FW – Fieldwork

Approving Engaged Learning

Engaged Learning Details

Picasso,Pablo

*Career:	Undergraduate	▼	*Term:	1126-Fall 12 ▼	Agreement Number: 1
*Course:	2912 UNIV 390-001			Int Sem:Org Chng&Com Ldrshp	

Engaged Learning Site

*Organization: 00000001301 🔍 Addington Gallery

*Location: 1 🔍 River North   Employer Type: Non-Profit

Department: Curatorial Office   [Enter New Employer/Location]

Position

*Start Date: 10/15/2012 📅

*End Date: 12/12/2012 📅

*Position Title: Intern

Supervisor/Contact Information

*Name: Dan Addington

*Title: Owner/Manager

*Email: Dan@addingtongallery.com

*Phone: 312/664-6305

Hours/Compensation

Hours Per Week: 5

CompensationType: Paid ▼

Compensation/Hour: 8.50   eg: 7.50

*Brief Description Including assigned Special Projects/Work:

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

*Learning Objective 1: Learn how an 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.

For Instructor Use Only

☐ Instructor Approval?   Approved By:

[OK] [Cancel] [Apply]

> 1. If you approve the Engaged Learning Data, click the "Instructor Approval" box.

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For Instructor Use Only

☑ Instructor Approval?   Approved By: Munch,Edvard   08/21/2012

[OK] [Cancel] [Apply]

> Optional: You may click "Apply" to save and continue reviewing the student's data.

> 2. After you approve, click "OK" to save and go back to your class roster.

For Instructor Use Only

☐ **Instructor Approval?**   **Approved By:**

Entered by: **Entered on:**   **Updated by:**   **Updated on:**

[OK]   [Cancel]   [Apply]

You can view the time stamp of when your students enter their site information in LOCUS. You can also view a time stamp for when the student's data was updated.