



Office of Student Conduct & Conflict Resolution (OSCCR)  
Loyola University Chicago | *Student Life & Engagement*  
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## Restorative Service Hour Supervision Form

LUC & JFRC Campuses

### PART I. To be completed by the STUDENT (please print)

Name of Student: \_\_\_\_\_ Student's Email: \_\_\_\_\_ Case #: \_\_\_\_\_

Please complete **one Restorative Service Hour Supervision Form for each service site** where you've performed work or otherwise completed service. After the completion of each individual shift, it is *your responsibility* to ensure the following steps have also been completed:

- 1) Make sure that the Site Supervisor has verified your hours by completing Part III below.
- 2) Provide a copy of this form to the OSCCR no later than five (5) business days after the completion of each individual shift (exceptions may be made with prior approval of the OSCCR).
- 3) If your service hour assignment was for less than 20 hours, complete a brief reflection on your experience online at: <http://tiny.cc/osccrservicereflection>.
- 4) If your service hour assignment was for 20 hours or more, **SKIP STEP 3** and register for a reflection session with a Conflict Resolution Liaison (CRL) by emailing [osccr@luc.edu](mailto:osccr@luc.edu)

Service Site (please print clearly): \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

Brief description of the service performed:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PART II. Reflection to be completed online by the STUDENT (if assigned less than 20 hours)

If your service hour assignment was for less than 20 hours: Once your service hours are finished, you are to go online to respond to 10 reflection questions associated with your service. Please visit <http://tiny.cc/osccrservicereflection> to complete your reflection questions. Your service hour sanction will be marked "Complete" in our system once you have completed the online reflection (and it is approved) and have turned in enough site supervision forms to account for the total amount of hours you've been assigned.

If assigned 20 hours or more: Email [osccr@luc.edu](mailto:osccr@luc.edu) to register for a reflection session with a CRL. **DO NOT** complete the online reflection questions.

### PART III. To be completed by the SITE SUPERVISOR (please print)

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	

**\*\* Please feel free to report any additional feedback or request additional assistance from Loyola students at [OSCCR@luc.edu](mailto:OSCCR@luc.edu). \*\***

Total work hours performed by the student: \_\_\_\_\_

Signature of Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Phone number or Loyola extension where Site Supervisor may be reached: (\_\_\_\_\_) \_\_\_\_\_