



# Loyola University Chicago

## Student Information System

Faculty Approval of Engaged Learning Sections in  
LOCUS

## **Overview**

LOCUS is used to collect accurate data for Academic Engaged Learning Sections each semester.

Students enter information about their internship or service learning site on-line in order to streamline data collection and allow for efficient reporting of students enrolled in academic internships, service learning, and clinical experiences/fieldwork across the university. 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

\*Enrollment Status

Enrollment Capacity 24    Enrolled 11

Select display option:  Link to Photos     Include photos in list

Enrolled Students						Find	First	1-11 of 11	Last
Student Name	Grade Basis	Units	Program and Plan	Level	Engaged Learning				
<a href="#">New,Warhol</a>	Graded	3.00	Undergraduate Arts & Sciences - Biology/Italian	Senior					
<a href="#">man,Ingrid</a>	Graded	3.00	Undergraduate Arts & Sciences - Psychology/Biology	Senior					
<a href="#">r,Martin</a>	Graded	3.00	Undergraduate Arts & Sciences - Biology	Junior					
<a href="#">att,Mary</a>	Graded	3.00	Undergraduate Arts & Sciences - Biology/Molecular Biology	Senior					
<a href="#">nne,Paul</a>	Graded	3.00	Undergraduate Arts & Sciences - Psychology: Natural Sciences	Senior					
<a href="#">Salvador</a>	Graded	3.00	Ugrd Schl of Communicati Journalism/Spanish	Sophomore					
<a href="#">Kahlo,Frida</a>	Graded	3.00	Undergraduate Arts & Sciences - English/Political Science	Senior					
<a href="#">McClintock,Elizabeth</a>	Graded	3.00	Undergraduate Business - Entrepreneurship/Marketing	Sophomore					
<a href="#">Monet,Claude</a>	Graded	3.00	Undergraduate Arts & Sciences - Anthropology	Senior					
<a href="#">O'Keefe,Georgia</a>	Graded	3.00	Undergraduate Arts & Sciences - Biology/Neuroscience	Junior					
<a href="#">Picasso,Pablo</a>	Graded	3.00	Undergraduate Arts & Sciences - Biology/Arabic Language and Culture/Bioethics/International Studies/Islamic World Studies	Sophomore					

**NOTE:** Internship or Service Learning icons only appear for class sections which have an Internship or Service Learning requirement as coded by the department or Registration & Records. If there are no icons, the class has not been coded as an Internship or Service Learning section in LOCUS.

2.) To view and approve internship or service learning data, simply click on the icon. (See Fig 1 for icon key.)

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

[Select All](#)    [Clear All](#)

[Printer Friendly Version](#)

**Fig. 1**

**Experiential Learning Icon Key:**

Black icon or Student hasn't entered their Engaged Learning information as of yet.

Red icon or Student's information is ready for review.

Green icon or Student's information has been reviewed and approved.

# 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	Position
*Organization: 00000001301 Addington Gallery *Location: 1 River North Employer Type: Non-Profit Department: Curatorial Office <input type="button" value="Enter New Employer/Location"/>	*Start Date: 10/15/2012 *End Date: 12/12/2012 *Position Title: Intern

Supervisor/Contact Information	Hours/Comp
*Name: Dan Addington *Title: Owner/Manager *Email: Dan@addingtongallery.com *Phone: 312/664-6305	Hours Per W Compensatio Compensatio

\*Brief Description Including assigned Special Projects/Work:  
Assisting in Curatorial department to develop clear and useful interpretive resources, such as audio and print 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:

**NOTE:** Once you approve a student's data and save it, further editing is not allowed by the student unless you uncheck the approval checkbox and save again.

1.) If you approve the Engaged Learning data, click the "Instructor Approval" checkbox.

2.) After approving, click "OK" to save and go back to your class roster.

terpretive resources, such as audio and printed guides, on-line resources,

\*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: Munch,Edvard 08/21/2012

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