

REPORTING PRO BONO HOURS

It is required that all students track their pro bono service hours in *Hire Concordia Law* (HCL). All 1L and 2L students must update their pro bono service hours at the conclusion of a project or at the end of each semester, whichever comes first. All 3L students are required to enter their pro bono service hours into HCL by April 1st of the final semester for May graduates and by November 1st of the final fall semester for December graduates. If hours are not reported within these timeframes they may not be recognized. If you are unable to meet these deadlines please contact the Office of Experiential Learning immediately.

Pro Bono service hours can be entered into HCL by following these instructions:

- a. Visit <https://concordialaw-csm.symplicity.com/>.
- b. Log in using student's Concordia issued email address and self-designated password.
- c. Select "My Account" tab.
- d. Select "Pro Bono" sub-tab.
- e. Students must complete the "Registration" form before the "Pro Bono Reporting" tab will appear. Students may have to log out and log in again when the registration is submitted to allow the "Pro Bono Reporting" tab to appear.
- f. Select the "Pro Bono Reporting" tab and select the "Add New" button.
- g. Complete the form, noting that all fields with red asterisks are required. *Note that "Total Hours" is automatically calculated from the information provided in the "Hours" field once the entry has been submitted. You do not need to click "Add Hours" again unless you intend to create another date/time entry for the same pro bono project report.*
- h. Select "Submit."
- i. Once submitted, all pro bono entries and an hour summary are in a list format under the "Pro Bono Reporting" tab.

SUPERVISOR EVALUATION OF STUDENT PRO BONO SERVICE

Students must provide each pro bono supervisor with the Mandatory Supervisor Evaluation of Student Pro Bono Service form. Students must upload the completed form to the "My Documents" tab in *Hire Concordia Law* (HCL). All 1L and 2L students must upload the evaluation form at the conclusion of a project or at the end of each semester, whichever comes first. All 3L students are required to upload the evaluation form by April 1st of the final semester for May graduates and by November 1st of the final fall semester for December graduates. The Mandatory Supervisor Evaluation of Student Pro Bono Service form can be found in the Document Library in HCL or at <https://law.cu-portland.edu/academics/experiential-learning/pro-bono>.