Frequently Asked Questions

- **How many hours of service-learning do I need to complete?**
  This answer depends on the professor that is offering you service-learning. For almost all of the professors, the requirement is 20 hours not including the training. If you have any doubts, please check with your professor.

- **Can I do service-learning in more than one program to complete my requirements?**
  In order to get full credit, you must register, attend the training, and complete your professor’s service-learning requirements in one program. In other words, you may not mix and match programs to complete your hours.

- **How many reflection and evaluation sheets do I need to turn in?**
  You should complete a reflection and evaluation sheet after each time you do service-learning. For example, if you go 5 different times, then you should complete a reflection and evaluation sheet after each time.

- **Where can I get an extra evaluation or reflection sheet?**
  Go to the CCE web page (www.utep.edu/cce) and select the Girl Scouts program; the left panel of the page contains a forms section with evaluation and reflection sheets.

- **When and where do I need to turn in my forms? What else do I have to turn in?**
  Your time sheets and reflection sheets are due as soon as possible after you have finished a session. Please refer to the [Dates to Remember form](#) for the due date for your professor.

- **What happens when I am done with all of my sessions?**
  Once you have completed all of the sessions that are required by you professor, you may want to double check with the CCE to make sure that all of your required hours have been recorded properly. Once you have done this, the CCE will give your professor a report at the end of the semester that states that you have completed all of the sessions that were required.

- **Do I have to give my professor anything when I am done with all of my sessions?**
  You do not have to give your professor anything once you have completed your sessions. We will be giving your professor a report at the end of the semester that will include your completed hours.

- **How can I find out how many hours I have done?**
  To find out how many hours you have completed please visit the CCE or write an email to the CCE so that they may tell you how many sessions you have completed.