

Logging Pro Bono Hours

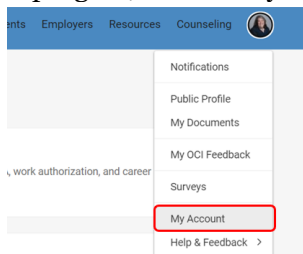
To log your Pro Bono hours, follow the instructions below:

Step 1: Approval of Pro Bono Project: All pro bono placements must be approved in order for hours to count towards the pro bono requirement. To request approval, send an email to Toni Machowsky (toni.machowsky@suffolk.edu) with the subject line **“Pro Bono;”** include 4 items in the email message:

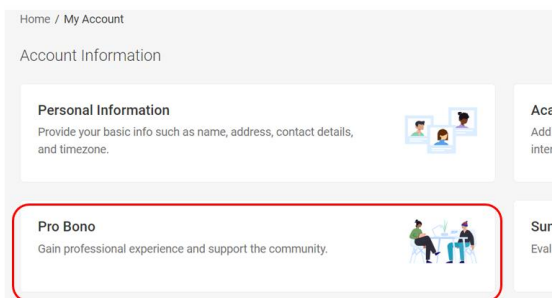
1. Name of organization for your pro bono project;
2. The semester you intend to complete Pro Bono work;
3. Your supervisor’s name; and
4. Your supervisor’s contact email or phone number.

Step 2: Logging Pro Bono Hours in Symplicity: Track your hours via the Pro Bono Module on [Symplicity](#).

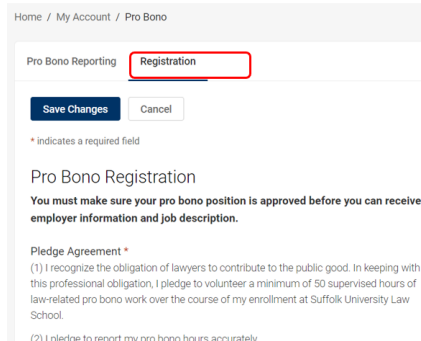
1) In Symplicity, click “My Account” from menu in top right (circle with your initials or photo)



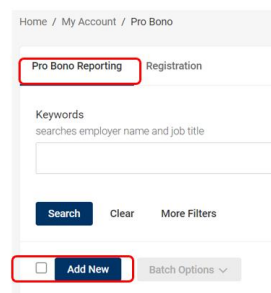
2) Select “Pro Bono” tab



3) Click on “Registration” >>Read the Pledge Agreement and Student Acknowledgment of Professional Responsibility and click “I agree.”



4) Click on “Pro Bono Reporting”>> Add New
If you have completed some of your hours, you may begin to add them. You can then save the form and return to it throughout the semester as you continue to add hours.



Hours that are logged into Symplicity will only count towards your pro bono honors after PCD has received your Supervisor Approval. If you complete Pro Bono hours for the same or a different employer next semester, please start a new form under “Pro Bono Reporting.” *In order to have your Pro Bono hours also count towards your Suffolk Professional Development Requirement, you must bring the [Practical Training Employment Certification Form](#) to your supervisor to sign. The form is available in the PCD or Academic Services Offices and must be returned to the Academic Services Office.*

Step 3: Supervisor Approval of Pro Bono Hours Completed

Request supervisor's confirmation of total Pro Bono hours completed. You can do this in two ways:

- 1) **VIA EMAIL:** Ask your supervisor to directly email Toni Machowsky (toni.machowsky@suffolk.edu) confirming pro bono hours completed (date range and number of total hours); or
- 2) **VIA SIGNATURE:** Print the form from Symplicity in the Pro Bono Reporting and request your supervisor signature. Submit the printed and signed form to Toni Machowsky via email or bring the form to the Office of Professional and Career Development, Suite 120.