

Logging Pro Bono Hours in Symplicity



Starting with hours earned in Fall 2015, all pro bono hours will be logged through Symplicity instead of with paper logs. Hours earned prior to Fall 2015 must still be logged with paper logs.

To log your hours with Symplicity follow the instructions below:

- 1) Send an email to sbookbinder@suffolk.edu with the subject line "Pro Bono." List your pro bono placement, the semester you intend to work, and your supervisor's name and contact email or phone number (4 total items).
 - 2) Within a few days you will receive a response as to whether your placement has been approved or not.
 - 3) Next, log in to Symplicity, click "My Account," and then scroll down to "Pro Bono."
 - 4) On the next screen, click on "Registration" in the second line.
 - 5) Read the Pledge Agreement and click "I agree."
 - 6) Read the Student Acknowledgement of Professional Responsibility and click "I agree."
 - 7) Return to the "Profile" page.
 - 8) Click on "Pro Bono Reporting."
 - 9) Click on "Add New."
 - 10) Fill in all the fields until you get to "Hours."
 - 11) If you have completed some of your hours, you may begin to add them. You can then save this form and return to it throughout the semester as you continue to add hours.
 - 12) At the completion of the semester, **print the form** and bring it to your supervisor to sign.
 - 13) After signing, **return the printed, signed form** to Andrea McIsaac or Sarah Bookbinder in the Office of Professional and Career Development, Suite 120.
- Hours that are added will **only** count towards your pro bono requirement after PCD has received your signed form.
- If you work for the same or a different employer next semester, please start a new form under "Pro Bono Reporting."

Questions? Email sbookbinder@suffolk.edu.