GUIDE TO REPORTING SERVICE HOURS IN SYMPLECTICITY
2015-16

Reporting Service Hours

All service hours are now reported via Symplicity

CLP Pro Bono Project hours are Community hours, but are categorized separately in Symplicity

Hours must be recorded within one month of the date of service, or by the last day of final exams each semester, whichever comes first

Hours will be reviewed and approved by the Pro Bono Society Executive Board at the conclusion of each semester

The Pro Bono Society Constitution outlines an appeals process for disallowed hours

The former service hour reporting system is no longer active – total hours for returning students have been imported into Symplicity and are listed as “Previously Approved Institutional” and “Previously Approved Community” hours
Community vs. Institutional Hours

- Community Hours
  - Hours which directly benefit recognized community organizations or non-profits (including pro bono projects coordinated by the Citizen Lawyer Program)
  - Community hours must be voluntary, uncompensated, and not compelled
  - May include political activity, but not self-campaigning
  - Includes school-sponsored events that directly benefit recognized community organizations or non-profits (excluding “tabling”)

- Institutional Hours
  - Hours which directly benefit the law school, the University, or a student group
  - Institutional hours can also be hours which indirectly benefit a recognized community organization

Reporting Institutional and Community Hours for the **First Time** each Semester
(excluding CLP Pro Bono Projects)
Step 1: Symplicity Home Page

Symplicity can be accessed from the “Symplicity Student Login” link on the “Info for Currents Students” page on the College of Law website: http://law.uiowa.edu/current-student or at the following: https://login.uiowa.edu/uip/login.page?service=http://law-iowa-csm.simplicity.com/sso/students/pass thru.php

Step 2: Select CLP/BSA Reporting

Click on the “Profile” tab...

...And scroll down to “CLP/BSA Reporting”
Step 3: CLP/BSA Reporting Page

Step 4: Add a New Entry

Each semester you will create one new entry for Community hours and one new entry for Institutional hours. All subsequent hours of that type in the same semester will be added to this entry.
Step 5: Fill in the Term/Type

You will only fill out this information the first time you create a new entry for type of hours (Community or Institutional) each semester!

Select the current semester

Select hour type (Community or Institutional)

Search for and select “Citizen Lawyer Program” as the Organization for Community and Institutional hours

Step 6: Add Hours, Date, and Description

Click “Add Hours”; Enter date of service and hours completed

Enter date (mm/dd), name of the organization you volunteered for, and brief description

Enter your expected graduation date

When completed, click “Submit”
See Your Hours Added on the CLP/BSA Reporting Page

This shows your total hours for this type (Community or Institutional) for this semester.

Adding additional Community or Institutional Hours in the Same Semester

(excluding CLP Pro Bono Projects)
Step 1: CLP/BSA Reporting Page

Click “Edit” button to add hours to the existing entry you’ve created for that type of hours (Community or Institutional) for that semester.

Step 2: Add Hours, Date, and Description

You will not need to change the term, hour type, or Organization (listed as CLP).

Click “Add Hours”; Enter date of service and hours completed.

Enter date (mm/dd), name of the organization you volunteered for, and brief description of the work.

When completed, click “Submit.”
CLP/BSA Reporting Page will now reflect all hours of this type that have been recorded in a given semester.

Reporting Hours for CLP Pro Bono Projects
Reporting Hours for CLP Pro Bono Projects

- Hours earned with CLP Pro Bono Projects are considered Community hours and if properly reported will be automatically counted toward your Community hour total for PBS & BSA, but are reported separately in Symplicity for administrative reasons.

- After you are assigned to a CLP Pro Bono Project, a new entry will be automatically created on the CLP/BSA Reporting Page.

- You do not need to create a new entry for CLP Pro Bono Projects.

Step 1: CLP/BSA Reporting Page

CLP Pro Bono Projects will appear on your main reporting page after you are selected for a project.
Step 2: Select Project to Report Hours

Click the “edit” button next to your project to report hours. Make sure you have the entry for the current semester.

Do not use “Add New” button to create your own entry for a CLP Pro Bono Project.

Step 3: Project Information

For CLP Pro Bono Projects, the term, type (CLP Pro Bono Project), name of organization you’re assigned to, and supervisor information will be pre-populated. Do not change these.
Step 4: Record Hours

Click “Add Hours” and enter date of service and hours completed.

Enter a description of your work with the project for future reference. You need not update this when reporting additional hours.

Step 5: Sign Pledge & Submit

The first time you report hours for a CLP Pro Bono Project each semester, review and electronically sign the Pro Bono Agreement.

Click “Submit” to complete your entry.
See Your Information Updated

Additional hours for the same CLP Pro Bono Project in the same semester are reported using the same steps.

Completing End-of-Semester Report for CLP Pro Bono Projects
Pro Bono Project End-of-Semester Report

• By the end of finals each semester, students participating in a CLP Pro Bono Project must complete an end-of-semester report

• In addition to providing feedback about your experience, this report indicates whether you would like to continue with the same project in the next semester

• Students who do not indicate their desire to continue will have to re-apply for their project the next semester

Step 1: Select Project

Click “Edit” next to your project for that semester
Step 2: Select End of Semester Report

Click “CLP End of Semester Report” at the top of the page

Step 3: Answer Questions
Step 4: Complete & Save

Be sure to indicate your interest in continuing with this project in the future.

You have the option of uploading supporting documents.

Save report when completed, or save draft to work on again.

CLP/BSA main page

After the End-of-Semester Report is complete, you will see a green checkmark in the corner of the main page.
Reviewing Your Hours

The main page will show totals for all hour types and semester, as well as a total hour summary.

You can use the drop-down menus to search for a specific hour type or term.

Hours logged on the old system prior to Summer 2015 have automatically been imported into Symplicity.
Reminders

- All hours are now logged via Symplicity
- CLP Pro Bono Project hours are reported separately but count as Community hours
- At least half of the threshold required hours for each level of PBS & BSA recognition must be Community hours (including CLP Pro Bono Project hours)
- Please note that some states (e.g., New York) have a law-related pro bono service requirement for admission to the bar. This may include securing signed verification from pro bono supervisors. In the case of CLP Pro Bono Projects, that is the partner agency supervisor, not the Citizen Lawyer Program. Be sure to check pro bono requirements for states where you plan to seek admission.

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Citizen Lawyer Program 2015-16

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