

# How to enter ProBono Hours on 12Twenty

Log into [12Twenty](#)

Choose Experiential Learning from the left Toolbar

Syracuse University College of Law

Experiential Learning

Results: 0

Employer	Type	Academic Term	Status	Hours
No experiences found.				

+ New Experience

Home  
Profile  
Target Employers  
Employers  
Contacts  
Tasks  
Activity Stream  
OCI and Job Listings  
Appointments  
My Calendar  
Events  
Resume Books  
Experiential Learning  
Resource Library

Click **+New Experience** on the top right corner of the screen

Enter Employer and Supervisor's details

## Create New Experience

Cancel Save

### Basics

Employer\* Syracuse University College of Law

Experiential Learning Type\* Pro-Bono

Pro Bono Type\* Government

Address 950 Irving Ave

Country\* United States (USA)

City\* Syracuse - NY

### Supervisor

Contact  Supervisor's Name  
Syracuse University College of Law

Supervisor Phone\* 3154431941

Supervisor Email\* supervisor@eyr.edu

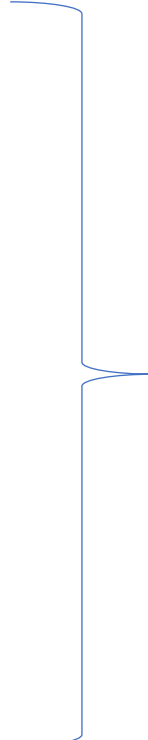
### When

Start Date\* 08/01/2022

End Date\* 09/01/2022

Academic Term\* Summer 2022

Cancel Save



Click **Save**

Click **Submit** on the top right corner of the Screen

Syracuse University College of Law Draft Back to List Submit Action ▾

| Summer 2022

[Details](#) [Hour Log](#) [Documents and Forms](#)

### Basics

Employer	Syracuse University College of Law
Experiential Learning Type	Pro-Bono
Pro Bono Type	Government
Street Address	950 Irving Ave
City	Syracuse - NY
Country	United States (USA)

### Supervisor

Supervisor	Suervisor's Name
Supervisor Phone	3154431941
Supervisor Email	supervisor@eyr.edu

### When

Start Date	08/01/2022
End Date	09/01/2022
Academic Term	Summer 2022



Click on **Hour Log**, then the **+Add Hours** button to enter your hours.

← → ↻ 🔒 law-syr.12twenty.com/experiences#/experiences/create

Syracuse University College of Law In Progress Back to List Submit for Approval

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[Details](#) [Hour Log](#) [Documents and Forms](#)

**SYRACUSE UNIVERSITY COLLEGE OF LAW PRO BONO RECOGNITION PROGRAM**

This is an optional pro bono service program for graduation recognition. In order for your pro bono work to qualify it must meet the following criteria:

1. Work cannot be for academic credit or financial compensation;
2. Work is law related and necessitates the use of legal skills;
3. Work is performed under the supervision of an attorney;
4. Work is done on behalf of a nonprofit organization, a legal services organization, a government agency, or a private firm, and
5. Work provides pro bono legal services directly to persons with limited means.

You must log your hours in 12Twenty and provide a description of the work.

**For graduation recognition, all hours must be logged before March 15th of the year you graduate!**

Total Hours: 0 ➔ + Add Hours 📄 Export Hour Log

Date	Hours	Description
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There are no hours logged.

## **Disclaimer**

**\*\*If you do not see the +Add Hours button, you will need to refresh the screen, then go back into your experience\*\***



**Add the date, number of hours, and description in the entry, then click **Save**.**

### Create New Hour Log Entry

Date\*

Hours\*

Description

**Continue to add more hours to this experience until you have finished the assignment. When completed, click the **Submit for Approval** button.**

Syracuse University College of Law In Progress [← Back to List](#)  ←

| Summer 2022

Details Hour Log Documents and Forms

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**For graduation recognition, all hours must be logged before March 15th of the year you graduate!**

Total Hours: 4

Date	Hours	Description
08/12/2022	4	

**You can track your experience after you have submitted for approval**

Syracuse University College of Law Pending Final Approval

| Summer 2022

Submitted for Final Approval: 08/12/2022, 11:40am EDT