

LEARNING BEYOND THE CLASSROOM

Steps for Completing an LBC over Break

Before you leave campus:

If you're turning in your LBC application before you leave campus and are missing your Site Supervisor signature, make sure to stop by the LBC Office so we can make copy for you to take with you to get the signature when you get to your site. Remember, your Site Supervisor cannot be a family member or student, as there would be a conflict of interest.

After you get the Site Supervisor signature you can:

- Fax the copy to the LBC Office Fax at **413.782.1546**, or
- Scan the copy as a pdf and email to lbcoffice@wne.edu or
- Take a picture of the LBC application with the signature on it using a smartphone (Be sure the photo is clear, no shadows, legible, and the full page) and email the picture to lbcoffice@wne.edu or
- Ask your Site Supervisor to send an email directly to lbcoffice@wne.edu stating that you are working there this Summer. The Email must include your name, their name, their title, company name and their email address.

After you leave campus:

If you find an experience after you get home (with a minimum of 15 hours) that could be utilized for an LBC, you can still submit your LBC application from a distance. Go to the LBC Website to download an application: <http://www1.wne.edu/lbc/> and you can get it back to us using any of the easy ways listed above.

Missing Faculty/Staff Sponsor signature?

You can still turn in your LBC application, all you have to do is:

- Email your Faculty/Staff Sponsor (the person who taught the course that you are connecting to the experience) and let them know what you will be doing in your experience and how you will be connecting it back to their course. Ask them if they would be willing to serve as your LBC Faculty Sponsor and if so would they please send an email directly to lbcoffice@wne.edu stating that they will be your Faculty/Staff Sponsor for this experience.
- We will then print out that email we receive and attach it to your already submitted application as an electronic signature.

Remember: **LBC Applications will not be accepted after the experience is over and you need to have at least 15 hours remaining** in the experience when you submit your LBC Application or it will not be approved. **So please submit your LBC application RIGHT AWAY!**

Any questions? Please call us at **413.782.1687**. The LBC Office will be open during the break: **Mon-Fri 8:30am-4:00pm**. We look forward to assisting you with your LBC application!