

**SOUTHERN WESLEYAN UNIVERSITY**  
**Learning Team Meeting Log**

Name of Learning Team \_\_\_\_\_

Learning Team Size = 3 to 5 members

WEEK 1 Assignment			WEEK 2 Assignment			WEEK 3 Assignment		
DATE:			DATE:			DATE:		
Name (print)	Signature	Time Start    End	Name (print)	Signature	Time Start    End	Name (print)	Signature	Time Start    End
Instructor Initials & Date:			Instructor Initials & Date:			Instructor Initials & Date:		

WEEK 4 Assignment			WEEK 5 Assignment			WEEK 6 Assignment		
DATE:			DATE:			DATE:		
Name (print)	Signature	Time Start    End	Name (print)	Signature	Time Start    End	Name (print)	Signature	Time Start    End
Instructor Initials & Date:			Instructor Initials & Date:			Instructor Initials & Date:		

WEEK 7 Assignment			WEEK 8 Assignment			WEEK 9 Assignment		
DATE:			DATE:			DATE:		
Name (print)	Signature	Time Start    End	Name (print)	Signature	Time Start    End	Name (print)	Signature	Time Start    End
Instructor Initials & Date:			Instructor Initials & Date:			Instructor Initials & Date:		

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**Learning Team Meeting Log**



Cohort #: \_\_\_\_\_ Course Prefix: \_\_\_\_\_ Course Title: \_\_\_\_\_

Learning team assignments form a regular part of the curriculum for most courses. Alternative approaches and means of communication may be used by students. However, for instances in which a course faculty member requires face-to-face meetings, this log may be utilized to document the meeting times and individual participation. Faculty member should review, sign, and date the learning team logs on a weekly basis.

**Meeting Location:**

- \_\_\_\_ Institutional classroom
- \_\_\_\_ Corporate meeting rooms
- \_\_\_\_ State and local libraries
- \_\_\_\_ Institution or college libraries
- \_\_\_\_ Other\*: \_\_\_\_\_

Meeting Address:

\_\_\_\_\_

Phone #: \_\_\_\_\_ Day/Time: \_\_\_\_\_

**Locations that are conducive shall provide:**

- Individual seating area for each member of the group.
- A desk or flat surface writing area for each student.
- Adequate lighting.
- A quiet area with no ambient noise, such as loud music.
- Adequate temperature control to allow for the comfort of each student.
- Internet and phone service to allow for students to access the university’s library services.
- Adequate restroom facilities.
- Adequate parking.
- Accessibility for all students.
- Consistent with facilitating learning objectives of the specific course.

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- By signing this log weekly, each team member verifies that: 1) the information contained in this log is complete and accurate and 2) s/he attended the meeting at the stated location on the stated date as determined appropriate by the course faculty member.
  - As part of the computation of the student’s final course grade, the faculty member will determine the weight of this information and may use it as deemed appropriate.
  - Southern Wesleyan University faculty/administration reserves the right to administratively reorganize learning teams or request that learning teams be restructured to comply with university and government regulations.
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**Faculty Review and Verifications: I have reviewed students’ attendance as stipulated for the above course.**

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

**NOTE TO FACULTY:** After completing this form, you may return it to site personnel and request that it be kept on file or you may keep it for your records only.