**SMSU Student**

**Service-Learning Packet**

Center for Civic Engagement

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BA 239

**Southwest Minnesota State University**

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## SMSU Service-Learning Agreement

This form should be completed before students begin their service-learning project. Students are responsible for obtaining all signatures and providing one copy to faculty, the Center for Civic Engagement, and the Service-learning Site Supervisor by \_\_\_\_\_\_\_\_ (date determined by instructor of course). Students will keep the original.

Semester/Year: Today’s Date:

Course Number and Title: Faculty:

Community Partner/Site: \_\_\_\_\_\_\_\_

Community Partner/Site Supervisor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Community Partner/Site Contact Information: Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Service-learning Hours Required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hours)**

**Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Student Role:***

* Be aware of the organization’s needs and provide assistance where and when needed, fulfilling time and service obligations.
* Contact the agency to arrange initial meeting to discuss service-learning hours and project. (In some cases, instructor of course me make initial contact with sites.)
* Submit necessary paperwork: Service-Learning Agreement, Media Release, Service Learning Final Evaluation (Copies should be submitted to the Center for Civic Engagement, your Instructor, and the Community Partner/Site Supervisor. Student will keep original.) )
* Adhere to organizational rules and procedures, including confidentiality of organization and client information.
* Periodically reflect upon and re-evaluate the service experience keeping in mind the objectives of all parties involved.
* Operate with integrity and professionalism at all times; which includes being punctual, meeting deadlines and being open to supervision and feedback which will facilitate learning and personal growth.

***Faculty Role:***

* Provide students with structure and guidance to process and reflect upon service learning experiences.
* Assist students in connecting their service learning experience with course learning objectives.
* Participate in evaluation process.

***Community Site Supervisor/Organization Role:***

* Provide service-learning opportunities that are significant and/or challenging to the students, relevant to course learning objectives, and address community agency’s goals.
* Provide training, supervision, feedback, resources and sufficient information about the organization to aid in the success of students’ service-learning projects.
* Participate in the evaluation process.

***Center for Civic Engagement:***

* Serve as a liaison between the organization, students, and faculty.
* Provide necessary contract/evaluation forms prior to beginning the service-learning experience and at its conclusion. Collect all paperwork, including: Service Learning Agreement, Media Release, and form, Service Learning Final Evaluation Form.

**Primary Course Learning Objectives Related to Service Project:**

Students complete. (Refer to your course syllabus for learning objectives.)

1.

2.

Other objectives:

**Primary Organization Service Objectives:**

Students complete with Site Supervisor service-learning supervisor.

1.

2.

Other objectives:

**Project Description** (Defined by the Community Site Supervisor, Instructor and Students. Please describe the specific service role, tasks, etc. that the student will be expected to fulfill.)

I have read and understand my role as outlined in this document. I commit to fulfilling my part of this service-learning partnership. I understand that this partnership is meant to further SMSU student learning and meet the community site/partner goals.

INSTRUCTOR SIGNATURE COMMUNITY site/partner SIGNATURE

CENTER FOR CIVIC ENGAGEMETN STAFF SIGNATURE STUDENT SIGNATURE

## Photographic and Video Release Form

Thank you for taking part in this service learning project.

Please acknowledge your permission for any video, or still photography made with your image and any sound recordings of your voice to be applied to a variety of uses by Southwest Minnesota State University . These might include, but not be limited to, uses such as in-house training of staff and students; images used on the university’s Internet Web Pages; documentary’s for educational purposes; loan and/or sale to interested non-DCCCD parties; cablecasting, broadcasting and other forms of electric transmission.

I release to Southwest Minnesota State University, its staff, and representatives of and from any claims (monetary or otherwise) that I may have related to the images.

I warrant to the University that I have read this Release and fully understand its terms.

I have given permission for SMSU to use the media described above for the purposes indicated.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Printed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Course Date

## Service-learning Reflection Form

(NOTE: This form should be completed mid-way through service-learning experience and submitted to your D2L dropbox. Your instructor will then submit reflection forms to the Center for Civic Engagement for evaluation purposes.)

Describe the service activities that you are doing.

How have you benefitted from your service experience personally and academically?

What connections do you see between the content of the course in which you are enrolled (or previous courses you have taken) and the service activities you are doing?

What have you learned about yourself from your service-learning experience?

What was the most challenging thing that you have experienced so far? What did you learn from this experience?

What changes would you recommend in how your service site operates and how the service-learning experience is structured?

Rate yourself 1 (low) to 10 (high) for your performance.

Why did you rate yourself the way you did?

## Service-learning Final Evaluation Form – STUDENT

(Completed by student and submitted to D2L dropbox)

Please answer the following questions as completely and honestly as possible. We value your input and will use it to improve our program. (NOTE: Your responses will NOT impact the grade that you receive in your course. Summary reports will be provided to you course instructor, keeping your individual responses confidential.) (Highlight answers without text boxes)

Name

Semester Registered: Fall Summer Spring Number of hours served:

Service-learning site/program Discipline of service-learning credit

(e.g., Bug Buddies Program) (e.g., Psychology, Exercise Science)

Number of Service-learning credits earned Course and Instructor

(e.g., Developmental Psychology – Dr. Peterson)

General Information

1. Sex: Male Female

2. Age: 19 or younger 20-21 yrs. 22-25 yrs. 26-30 yrs. 31 yrs. Or older

3. What is your Education level? Freshmen Sophomore Junior Senior

4. Ethnicity: Black or African American Hispanic Asian Caucasian Other:

5. Major:

6. Did you volunteer before participating in service-learning? Yes No

If “yes”, how long did you serve? 6 mos. Or less 6-12 mos. 1-2 yrs. Over 2 yrs.

7. Name of program(s) and/or community sites in which you have previously served.

1.

2.

3.

8. What motivated you to participate in service-learning? (Please highlight all that apply)

course credit desire to help others/social concerns

experience/career exploration apply classroom knowledge

personal development classroom/honors requirement

Personal Information

Please highlight choice of number 1 through 5

(1= Not at all-------------------5= A great deal)

1. How much did you learn from working at your site?..........................................................1 2 3 4 5

2. Did your experience change your attitude about

volunteerism in a positive way? ……………………………………….…………………..1 2 3 4 5

3. Do you think you made a significant contribution

to your community?............................................................................................................1 2 3 4 5

4. Did your experience increase your level of

commitment to “get involved” in your community?..........................................................1 2 3 4 5

5. In what way did your service-learning experience change your career or educational plans? (Please highlight only one.)

confirmed your plans made you question your previous choice

decided to change career plans had no effect

6. How well did this course enable you to incorporate

your classroom learning?.....................................................................................................1 2 3 4 5

7. To what extent did your assigned tasks facilitate

your learning plan objectives?.............................................................................................1 2 3 4 5

8. Did your service-learning experience have any effect on the following?

a) Improved relationships with faculty………………..…………….…………..….…1 2 3 4 5

b) Increased desire to stay in college………………………………….………………1 2 3 4 5

c) Heightened self-confidence…………………………………………….……..……1 2 3 4 5

d) Develop insight into personal strengths and weaknesses…………………….……1 2 3 4 5

e) Enhance ability to work and learn independently……….…....……………………1 2 3 4 5

9. In what ways did your service experience enhance your learning?

10. In what ways did your service experience enhance your personal development?

11. Would you consider taking advantage of another service-learning opportunity? Why? Why not?

## Service-Learning Hours Log Form & Evaluation of Performance -- SITE SUPERVISOR

##### Section 1 – To be completed by the student

|  |  |
| --- | --- |
| **Student name** |  |
| **Telephone & email** |  |
| **Instructor’s name** |  |
| **Course Number & Section** |  |
| **Community Service Site** |  |
| **Community Site Supervisor Name** |  |
| **Number of required hours** |  |
|  |  |

##### Section 2- To be completed by Community Partner/Site Supervisor

Agencies may return the completed form to the Center for Civic Engagement by mail or may give it to the student to deliver to the Center

for Civic Engagement.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date(s) of Service** | | **Hours served** |  | **Students Performance Rating** | | **Excellent** | **Good** | **Satisfactory** | **Poor** |
|  | |  |  | Overall quality of service | |  |  |  |  |
|  | |  |  | Willingness to work | |  |  |  |  |
|  | |  |  | Cooperative attitude | |  |  |  |  |
|  | |  |  | Worked well with others | |  |  |  |  |
|  | |  |  | Acceptance of supervision | |  |  |  |  |
|  | |  |  | Took initiative | |  |  |  |  |
|  | |  |  | Courteous behavior | |  |  |  |  |
|  | |  |  | Dependability | |  |  |  |  |
| **TOTAL HOURS**  **SERVED:** | |  |  | Punctuality and attendance. (Did the student call if late or absent?) | |  |  |  |  |
|  | |  |  |  | |  |  |  |  |
| Comments: | | | | | | | | |
| Community Partner/Site Supervisor’s Name (Please Print) | | | | Service Site Phone Number | | | | |
| Supervisor’s Signature | | | | Date | | | | |

## APPENDIX A: Service Site Lists and Databases

In addition to possible service sites identified for your particular course, you may want to take advantage of the following additional resources for locating a service opportunity. Both of these resources provide information about one-time event and ongoing service experiences in the Marshall Area.

* **SMSU Center for Civic Engagement** 
  + Service Site Notebook (available in Center for Civic Engagement, BA239)
  + SMSU Center for Civic Engagement Website
* **United Way Volunteer Connection**
  + <https://volunteer.united-e-way.org/uwosm-4/volunteer/>

**Suggestions for approaching a service site:**

* Introduce yourself as a student attending SMSU and enrolled in a service-learning course.
* Clearly state that the service experience will involve a requirement of ***20 hours (or whatever your instructor determines)*** and ask if that time commitment is a good fit with the service site.
* Clarify your specific interests (i.e., what you would like to gain from the experience and why you are interested in their site).
* Ask if the would be willing to do the following:
  + Sign a contract so that you, the site, your professor and the Center for Civic Engagement are all on the same page (show contract agreement in Service-Learning Manual)
  + Complete a one page evaluation/verification of completion of hours at the end of the experience (show evaluation form to be completed)