

CSAC 301A Service Learning: Initiative (1 - 2 credits)

University of Redlands
Office of Community Service Learning

PLEASE PRINT LEGIBLY OR TYPE

(Circle semester, fill in year) Fall Spring May Summer Year _____

Student name _____	Student ID# _____	Campus Box _____
Phone _____	Advisor's Name & Dept. _____	/ _____
Circle one FR SO JR SR		

_____ / _____ / _____	_____	
Dept. Course Alpha / Number / Section	Course Title	
_____	_____	_____ / _____
Course Faculty Name	Course Faculty Phone	Sem / Year

_____	_____	
Agency Supervisor Name	Agency Supervisor Work Title	
_____	_____	_____
Agency Name	Agency Supervisor Phone	
_____	_____	_____
Agency Mailing Address	City	State Zip

TERMS OF THE CONTRACT: Explain how this initiative enhances the experience of the course you are enrolled in and how you will be serving the agency you have selected. Explain the mission of the agency and list your learning objectives for the initiative.

<input type="checkbox"/>	Number of credits for this initiative (30 hours = 1 credit, 60 hours = 2 credits)
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See back of goldenrod copy for instructions and information

Student Signature _____	Date _____
Department Faculty Signature _____	Date _____
University of Redlands CSL Administrator _____	Date _____

Distribution: White -- CSL file Yellow -- Agency Pink -- Faculty Goldenrod -- Student

CSAC 301A Service Learning: Initiative (1 - 2 credits)

CSAC 301A is a specialized community service initiative designed to be taken in conjunction with a regular departmental course (3 - 4 credits). Its purpose is to validate fulfillment of the community service requirement by documenting the service initiative (this contract) associated with the course. In negotiation with faculty and the CSL Director, students may earn 1 or 2 activity credits (1 credit = 30 hours of service and additional reflection; 2 credits doubles those numbers) beyond the departmental course credits. Successful completion of both the departmental course and this contract fulfills the community service requirement.

Contract requirements include: waiver of liability, emergency medical information, timesheet, evaluation, and reflective components such as a journal, final paper, and verbal reflection. These materials are included in the packet the student receives in the contract development process.

PRE-SERVICE:

Contract: Students electing to complete the service learning graduation requirement through a CSAC 301A initiative must have a clear understanding of how the service is relevant to the course and helpful to the agency. An effective contract engages a student in responsible and challenging actions for the common good. A copy is sent to the supervisor.

Note: Students should be aware that an agency's street address and mailing address are frequently different--many agencies have P.O. Box numbers. Please take care to get the correct agency mailing address and zip code!

Waiver of Liability: Must be signed by the student.

Emergency Medical Information: One copy is held in the student's CSL file; one copy is sent to the agency supervisor.

THE DEADLINE FOR SUBMISSION OF THE ABOVE THREE DOCUMENTS IS THE FINAL DAY TO ADD A CLASS

POST-SERVICE:

Timesheet: A verification of the number of hours worked signed by the agency supervisor.

Agency Evaluation of Student: The agency supervisor rates the student service initiative upon completion of contract.

Student Evaluation of Agency: The student rates the agency's supervision, training, and organizational structure.

Journal: Requires at least 3 entries for 1 unit, 6 entries for 2 units as the experience progresses using Bloom's taxonomy of educational objectives.

Final Paper: A 3- to 4-page reflective paper describing the learning experience.

THE DEADLINE FOR SUBMISSION OF THE POST-SERVICE MATERIALS IS AT THE REFLECTION SESSION

REFLECTION SESSION

Mandatory meetings held for small groups, where facilitators lead discussion and bring closure to the experience. Groups are assigned and students are notified by the CSL office as to time and place.

NOTE:

All information from the CSL office is sent to the student's U of R email address. Students should check their campus e-mail frequently.