

SERVICE-LEARNING APPLICATION



Center for Leadership and Service
Division of Student Affairs
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SERVICE-LEARNING STEP BY STEP GUIDE

1) Choose an agency

- From the list of agencies that was given to you in class, please review and select an agency that interests you. Choose at least 3 agencies to contact, since the needs of each agency are different, you may want to give yourself a few options based on your interests.
- Drop off the following forms to the CLS (GC 2210) once you have started your service:
 - SERVICE LEARNING APPLICATION
 - PLACEMENT CONFIRMATION
 - WAIVER

2) Keep track of all your service hours on your HOUR REPORT FORM

- Make sure to have your Supervisor/Coordinator sign off on your hours
- Once you have completed your Hour Report form, make sure to get a Confirmation Letter on agency letterhead.

3) Once you have completed all Hours

- Complete your **JOURNAL** and the **POST-SERVICE QUESTIONNAIRE** and drop off to the Center of Leadership and Service

4) Wrap Sessions

- Wrap sessions are optional, however, some professors give you extra credit for attending them. This is your chance to talk to the Center of Leadership and Service about your experience.

5) Log your service-learning & get recognized for it!

- Open your Student Development Transcript online at <http://www.fiu.edu/-cls/SDTApplication>. You'll be able to document all your service-learning hours as well as other community service or volunteer work you perform during your time at FIU.
- Upon meeting the requirements, these hours may qualify you to receive recognition, earning the **Excellence in Civic Engagement Medallion of Distinction** at the time of your graduation.

For more information please see the last page of this application

Journal

What should I write in my journal?

- Describe your experiences at your agency
- Be honest...if you liked, you liked it, if you hated it, if you loved it, you loved it, if you didn't care, you didn't care, just let us know why you felt the way you did.
- Journals are as long as you feel necessary to describe your Service Learning experience
- Reflect- reflection is the process by which we think critically about our experiences.



SERVICE-LEARNING APPLICATION

* Please fill out ALL the information below to ensure accuracy when reporting your application to your professor *

Semester: _____

Name: _____ Panther ID # _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Course Prefix: _____ Class Days/Time: _____ Section: _____

Instructor: _____

Placement Confirmation

* Please have your Agency's Supervisor fill this section out*

The purpose of this Agreement is to place student in a work assignment with your agency as part of a Service Learning Program offered by the Volunteer Action Center at FIU in conjunction with different Academic Departments. This program is required and credit will be given for work performed. The Staff at the Volunteer Action Center would like to thank you for taking the time out to make our students feel welcomed.

Name of Agency: _____

Agency Phone Number: _____ Email: _____

Supervisor/Coordinator: _____

Learning Objectives: _____

Duties and Responsibilities: _____

Student's Signature: _____ Date _____

Supervisor's Signature: _____ Date _____

**CENTER OF LEADERSHIP AND SERVICE
RELEASE FORM AND ASSUMPTION OF RISK**

I, _____, have agreed to join the Center of Leadership and Service of FLORIDA INTERNATIONAL UNIVERSITY to fulfill responsibility in _____. In that capacity, I will serve as a volunteer to one of several community projects or agencies. In performing volunteer services, I understand that I will not be representing FLORIDA INTERNATIONAL UNIVERSITY, nor will I be an employee or agent of the university: my donation of time and services is voluntary and for my personal benefit.

I represent that I do not have any health conditions that would prevent me from joining the Center of Leadership and Service or participating in any volunteer activity or project. I understand that in the course of participating in certain volunteer activities I may expose myself to the risks known or unknown of property damage or loss, personal or bodily injury that could be painful or permanent in nature including death, as well as the risk of being the victim of criminal acts. I fully assume these risks which include the risks of traveling to and from and engaging in volunteer activities and projects. I further understand and agree that I will have to provide my own means of transportation to and from volunteer activities and projects and bear the cost of same. If I use an automobile to travel to or from or on the course of providing volunteer services I understand and agree that I will maintain automobile insurance in the minimum limits required by the State of Florida.

In consideration for permission to enroll in _____ and to join the Center of Leadership and Service to fulfill part of the course requirements. I, for myself, my heirs, executors, administrators and assigns, agree to release, waive, discharge, and relinquish, and to HOLD HARMLESS the State of Florida, the Board of Regents, Florida International University and their respective officers, employees and agents from and against all claims and causes of action which may arise from my participation in volunteer activities or projects whether the same should arise by reason of negligence otherwise and agree that under no circumstances will I or anyone claiming through me prosecute or present any claims for personal or bodily injury, property damage or loss, wrongful death, whether the same should arise by reason of negligence or intentional acts against the State of Florida, the Board of Regents, Florida International University, or their respective officers, employees or agents.

Being of legal age and intending to be legally bound, I execute this release and assumption of risk for full, adequate and complete consideration and affix my signature as a witness to my understanding, compliance, and agreement with all that is contained here in.

Student Signature: _____

Print Name: _____

Date: _____

Parental/Guardian Consent (if under 18)

By: _____

Print Name: _____

Relationship: _____

Date: _____



STUDENT EVALUATION

Course: _____ Community Agency: _____
Number of hours: _____ Supervisor: _____

1. Why did you choose this particular agency?
2. What is the most important thing you learned from your service experience?
3. Are you going to continue working with your site?
4. Did you do a final paper or a formal presentation to meet the final requirements of service-learning component? Please explain.
5. Were you satisfied with the work you did at the agency?
6. Did your supervisor use your time efficiently?

Please return the completed form along with your journal and hours report at the end of your service.



SUPERVISOR'S EVALUATION

Student's Name: _____ Agency Name: _____
Supervisor/Coordinator: _____ Contact info: _____

Please complete the evaluation and have student return form along with other Service Learning forms.

1. How satisfied were you with the student's performance?
2. What contribution has the student made to your organization?
3. After working with a student this semester, do you feel that your organization is able to provide students with an experience that enhances their coursework? Why?
4. Is your organization interested in hosting another student next semester? If no, why not?



Excellence in Civic Engagement Medallion of Distinction



STUDENT DEVELOPMENT TRANSCRIPT

Serve Your Community – and Get Recognized For It!

FIU students who excel in community service, service-learning, and civic engagement while maintaining a high academic standing, will be eligible to receive special recognition upon graduating. The Medallion of Distinction will recognize those students who truly represent active citizenship by promoting civic responsibility and by being involved in community service projects.

Undergraduate, non-transfer degree-seeking students

- 200 hours of community service and/or service-learning hours documented by the Student Development Transcript (reverse)
- Minimum 3.0 GPA at the time of application

Undergraduate transfer and graduate students

- 100 hours of community service and/or service-learning hours documented by the Student Development Transcript (reverse)
- Minimum 3.0 GPA for undergraduate transfer students & 3.5 GPA for graduate students at the time of application

Steps for Eligibility

- Open a Student Development Transcript
- Document service hours via the Student Development Transcript
- Apply for the Medallion by **Nov. 14, 2008** for Fall graduates and **Mar. 27, 2009** for Spring graduates.
- Recipients will incur a \$20 fee to include the medallion, certificate, and official copy of the transcript.

What is a Student Development Transcript (SDT)?

It is an official record of your campus and community involvement together with the development of related leadership competencies while you are a student at FIU.

What is the purpose?

The purpose of the SDT is fourfold:

- To facilitate the evaluation of knowledge and skills gained through participation in campus and community activities.
- To provide you with an official document that summarizes co-curricular involvement and experiences.
- To complement your resume and the academic transcript you submit with applications to graduate schools, internships, scholarships, awards and employment.
- To promote an understanding of the benefits of involvement outside the classroom.

What information is documented in this transcript?

This transcript documents co-curricular activities and related development in four major categories: Organizational Activities; Community Involvement & Service Learning; Leadership Development; and Honors & Awards.

What are the “development” classifications?

Organizational Development, Personal Empowerment, Diversity, and Citizenship

How do I get a Student Development Transcript?

Visit our website, www.fiu.edu/~cls to open a transcript and to access entry forms.

For more information please visit www.fiu.edu/~cls or contact CLS at (305) 348-6995 (UP), (305) 919-5359 (BBC), cls@fiu.edu or visit us in GC 242 (UP) and WUC 256 (BBC).