SERVICE-LEARNING

CENTER for COMMUNITY-BASED LEARNING, LEADERSHIP, & RESEARCH
at the University of Wisconsin-Milwaukee
WHAT IS SERVICE-LEARNING?

A credit-bearing, educational experience in which students participate in an organized service activity that meets identified COMMUNITY NEEDS. Students also reflect on the service activity to gain a deeper understanding of COURSE CONTENT, a broader appreciation of the discipline, and an enhanced sense of CIVIC RESPONSIBILITY.

Integrating Course Content

Civic Responsibility

Working with Diverse Communities

Creating Community Change
LEARNING OUTCOMES

Students who take an ASL course will be able to:

• connect service to course content.

• identify one strength and one need in the community.

• show a deeper understanding of the complexity of social issues.

• articulate strategies for working with diverse populations.

• identify actions and roles they can take to be change agents.
SERVICE-LEARNING MODELS

• Placement model
  Serve at an agency assisting alongside staff at meeting client needs.

• Product / Project model
  Create a usable product for the agency that assists in its work.

• Presentation model
  Students research an issue and then present findings to the agency.
STEP ONE: LOGIN TO THE DATABASE

Link to service-learning database:
http://uwm.edu/community/about/resources/sldb/
Login to the Service Learning Database

Make sure to click on circle to select placement!

Center for Community-Based-Learning Leadership, and Research - 9-21-13 Hunger Task Force Farm

Hours
- Saturday: 8:15 AM to 12:30 PM

This is a one-time, 4 hour shift for students in Business 100 in Fall 2013

About the agency
http://www.community.uwm.edu
The CCBLLR connects students to meaningful curricular and co-curricular service opportunities with Milwaukee's non-profit community.

About the Assignment
You will be working at a farm to harvest food that will then be distributed by the Hunger Task Force to food pantries throughout Milwaukee. Transportation will be provided. A bus will leave from the circle drive at Sandburg Residence Hall at 8:15am.

Laurie Marks
The University of Wisconsin-Milwaukee and the UWM Center for Community-Based Learning, Leadership, & Research are committed to experiential learning and community engagement as a part of the educational process for UWM students. It is important that as students engage with the community through service learning projects and assignments, they represent UWM well and adhere to a set of professional standards. Therefore, as a UWM Service Learner please read the following guidelines, and click the buttoning below to signify that you read, and agree to the guidelines below.

As a UWM Service Learner, I agree to:

- Contact the agency I have chosen within 24 hours of this registration process by email.
- Fill out all required paperwork and attend any orientations or trainings required at my service learning site.
- Complete all of the scheduled service learning for the semester and record the hours.
- Call the designated contact at my service learning site if I am unable to make my regularly scheduled time.
- Act and present myself in a professional manner when at my service learning site.
- Notify the Center (islinfo@uwm.edu) if I am having problems relating to my service learning site or experience.

I have selected my service-learning placement and agree to the conditions listed above.
STEP FOUR: CHECK YOUR UWM EMAIL

Once you submit your registration, a confirmation email will be sent to you, the community partner, CCBLLR, and your professor.

IMPORTANT! This email contains contact information regarding your site contact, so save this email for future reference.
STEP FIVE: CONTACT YOUR AGENCY IMMEDIATELY AFTER REGISTERING

It is your responsibility to email the site you registered at within 24 hours of registering to arrange your orientation and service schedule.

In this email you should include the following information:

- Your full name
- Your service-learning class
- Your availability
- Number of required hours
- Your contact information
- Position you signed up for
STEP SIX: PAPERWORK AND ORIENTATION

• Fill out forms needed by the agency:
  • Applications,
  • Background check,
  • *SOME* agencies require flu shot, TB test, etc.

• Fill out forms needed by UWM:
  • *SOME* classes also have a Service-Learning Agreement
  • Timesheets (done throughout the semester and turned into your instructor at the end, just like a paper)

• Attend any required orientations or trainings
A training on what to expect and how to create personal and community change through your service-learning experience.

**Training Details:**

Offered twice in the last week of February. Dates and locations will be listed on the CCBLLR website.

Your instructor may require or encourage you to attend.
# TIMESHEET

**Academic Service-Learning Timesheet**

**Academic Year:** __________  
**Semester:** □ Fall □ Spring

**Student Name:** ______________________  
**Course:** ______________________

**Professor:** ______________________  
**Agency:** ______________________

**Student:** Please record all hours and have your site supervisor initial each time you do service.  
**Supervisor:** Please comment on punctuality, professionalism, and willingness to participate.

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Supervisor Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Supervisor Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Hours**

**Agency Supervisor Name (Please Print):** ______________________

**Agency Supervisor Email:** ______________________

**Supervisor Signature (signature at completion of semester):** ______________________

**Date of Signature and Completion of Hours for the Semester:** ______________________

**Supervisor comments:**

---

*Students: When your service learning is complete, be sure to get this form signed by your site supervisor, make a paper or digital copy for yourself, and bring it to your instructor if requested. This is for your future use as a record of your service. It may be valuable to you when you are building your resume or applying for graduate school. The record of these hours will be kept by the Center for Community-Based Learning, Leadership, and Research, so it is up to you to maintain this record.*
STEP SEVEN: COMPLETE YOUR SERVICE

• It is your responsibility to get set up quickly with your service-learning assignment.

• Be sure to attend orientation / training, be on time to all weekly service sessions, and if you can not make it, call your site supervisor.

• Travel time to and from your site, and any necessary site orientations do not count towards your required service hours.

• Treat this like any other class requirement, and represent UWM in a positive and professional manner.
Login and Resources for Currently Enrolled Service-Learners

If you are a student currently enrolled in a service-learning course and need to register your placement, login to the database.

The Center for Community-Based Learning, Leadership, and Research is a drop-in center, so you can stop by anytime during normal business hours if you need assistance or resources, however some forms and information are available here.

Login to the Service-Learning Database

Student Timesheet: Word or PDF

Service-Learning Presentation: PDF

Fall 2015 Service-Learning Timeline: Word or PDF

Service-Learning Agreement and Special Project Request Form: Word or PDF

Transportation: Explore transportation options
TROUBLESHOOTING AND FAQS

• Registration Issues
• Communication Issues
• Special Placement Request Form
• Unique Talent Form and Outlying Service Sites
• Reciprocity
• Verifying Service Hours
• Transportation
Don’t have transportation to your service-learning site? No problem.

- The bus is reliable and safe! Stop by our office and we’ll help you figure out your bus route.
- Ask your classmates about carpooling!
- Attend one of our Beyond Service events to learn more about transportation.

Still a little nervous? Stop by our office located on the ground floor of the Union!
Service-Learning Timeline – Spring 2017

- Service-Learning Database Placements Complete
  Jan. 6
- Classes Begin
  Jan. 23
- Service-Learning Class Orientations & Sign-up Deadline
  Jan. 23 – Feb. 10
  Students will sign up for their service-learning placement in class during their service-learning orientation.
- Special Project Request Forms Due
  Feb. 13
- Beyond Service Training
  Last Week in February
  During this training and reflection, we will cover many service-learning frequently asked questions. We will also discuss what to expect and how to create personal and community change through your service-learning experience.

  During the last week in February, CCBLR will host two separate Beyond Service Trainings. The specific dates, times, and locations for the trainings are TBD. Both sessions will take place in the UWM Union. Students only need to attend one session.

- Spring Break
  March 19 – March 26
- Last Day of Semester
  May 11
- Final Exams
  May 13 – May 20

Office Hours:

Monday  8:00am-5:00pm
Tuesday  8:00am-5:00pm
Wednesday 8:00am-5:00pm
Thursday 8:00am-5:00pm
Friday  9:00am-3:00pm

Service-Learning Staff:
Laurie Marks
Ben Trager
Michelle Brzesinski
Kika Meraz

Service-Learning Staff Contact:
Union G28
414-229-3161
idinfo@uwm.edu
www.community.uwm.edu
P.O. Box 413
Milwaukee, WI 53201-0413
You are a part of the 60,000 Hour Challenge!

Wear this shirt when at your site to show the community that we are the most engaged college campus in the Milwaukee community!
The CCBLLR can connect you with community-based internships, volunteer work, and can help your student organization with one-time service events. Just stop in.

We are currently taking applications for Alternative Spring Break service trip to Asheville, NC.
I just registered for my site in the database, now all I have to do is wait for them to contact me!

✓ TRUE OR FALSE?
I just registered for my site in the database, now all I have to do is wait for them to contact me!

✓ FALSE!
I am feeling very ill and can’t make it to my site. I should contact...

a. My professor  
b. My site  
c. The CCBLLR office  
d. No one. It’s not like it’s a job.
I am feeling very ill and can’t make it to my site. I should contact...

b. My site
I can wait to start my service-learning placement, as long as my schedule allows for me to put in a few 8 hour days of service at the end of the semester.
I can wait to start my service-learning placement, as long as my schedule allows for me to put in a few 8 hour days of service at the end of the semester.

✅ FALSE!
Union G28 (walk-ins preferred)

(414)229-3161 (for online and distance learners)