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**.
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.
DEAR FUTURE SERVICE LEARNER...

Testimonial Video
STEP 1: LOGIN TO THE DATABASE

Link to service-learning database:
http://uwm.edu/community/about/resources/slodb/
STEP 2: CHOOSE A PLACEMENT

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

Description of agency, assignment, contact information.
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 choosen 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 4: 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 5: CONTACT YOUR AGENCY

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

PLEASE INCLUDE THE FOLLOWING INFO:
• Full name
• Service-learning class
• Availability
• Number of required hours
• Your contact information
• Position you signed up for

Hello (site contact),

My name is [name] and I am currently enrolled in [course name]. I just registered to complete my service-learning hours with your agency. I am available [days and times that you are available] and will need [number of required hours] to fulfill the course requirements. I can be reached at [phone number and email]. I am looking forward to connecting with you and learning more about next steps.

Thank you,
Your full name
STEP 6: PAPERWORK + ORIENTATION

FILL OUT FORMS NEEDED BY AGENCY

• Application
• Background check
• SOME agencies require flu shot, TB test, etc.

FILL OUT FORMS NEEDED BY UWM

• Timesheets (done throughout the semester and turned into your instructor at the end, just like a paper)

ATTEND ANY REQUIRED ORIENTATIONS OR TRAININGS
BEYOND SERVICE TRAINING

A training on what to expect and how to create personal and community change through your service-learning experience.

TRAINING DETAILS

• Offered twice each semester. Dates and locations will be listed on the CCBLLR website.

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

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**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 turn it in to your instructor if requested. Otherwise it is for your future use as a record of your service. This may be valuable to you when you are building your resume or applying for graduate school. No 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.
It is your responsibility to GET SET UP QUICKLY with your service-learning assignment.

TRAVEL TIME to and from your site, and any necessary site ORIENTATIONS DO NOT COUNT towards your required service hours.

Be sure to ATTEND ORIENTATION/TRAINING, BE ON TIME to all weekly service sessions, and if you cannot make it, call your site supervisor.

Treat this like any other class requirement, and REPRESENT UWM in a POSITIVE and PROFESSIONAL manner.
FORMS + RESOURCES

My Service-Learning Portal
Login, and become involved

General Service Learning Resources

Student Timesheet: Word or PDF

Service-Learning Presentation

Service-Learning Presentation Video (for online learners or those that miss the class presentation)

Service-Learning Timeline: Fall 2018 Service-Learning Timeline

Service-Learning Special Placement Request Form: Word or PDF

Service-Learning Site Form for Multiple Service-Learning Classes: Word or PDF

Transportation: Explore transportation options

Site Specific Resources

MPS Background Check Steps: Word or PDF

Ovation Communities Welcome Letter Word

http://uwm.edu/community/students/academic-service-learning/
TROUBLESHOOTING + FAQS

- Registration Issues
- Communication Issues
- Special Placement / Unique Talents
- 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 T-SHIRT

Wear this shirt when at your site to show the community that we are the most engaged college campus in the Milwaukee community!
OPPORTUNITIES BEYOND THIS CLASS

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.

CBYM
Timeslips
CLIP
ASB
SAIRs
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 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 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.

TRUE OR FALSE?
GET IN TOUCH!

UNION G28
Walk-ins are welcome!

(414)229-3161

WWW.COMMUNITY.UWM.EDU

FIND US ON FACEBOOK
@Community.UWM or search “CCBLLR”