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: https://web.uwm.edu/servicelearning

Welcome!

Students who take a course with a service-learning component will engage in community projects that are related to the course content, and then reflect on the experience in class discussion or through written work. UWM has many service-learning course offerings so that students in various disciplines and majors can learn through this powerful pedagogical practice.

Sign into the myServiceLearning Portal
Welcome Sarah!

We hope you're excited to help your community!

Register for an Opportunity →
Register for a Service Learning Opportunity

Complete the information below to sign up for a service learning opportunity.

Available Courses

EXCEDE 304 001

Version: 1.0.0
STEP 2: CHOOSE A PLACEMENT

EXCEDUC 304 001

Please choose the UWM Service Learning Opportunity you would like to placed in. This class requires hours of Service Learning.

(*) Required

Water Tower View - Cardinal Capital - Adopt-A-Grandparent

Students will be engaging in socializing, cleaning, gardening and other activities.

Open Seats: 2

Schedule:

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<th>Days</th>
<th>Time</th>
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Location:

Center for Deaf-Blind Persons - Employment Specialist Assistant

Researching employment opportunities online, assist with job applications, assist with resume/cover letter/thank you's, conduct mock interviews, and other job search related activities.

Position could be from 9:00 - 12:00 if interested in working with two different clients with their search for employment.

Open Seats: 1

Schedule:

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<th>Days</th>
<th>Time</th>
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Location:
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.

Dear SERVICE LEARNER

Thank you for registering for your service learning placement for SUBJECT & COURSE NUMBER You have signed up for SERVICE LEARNING PLACEMENT. Here is the contact information for your site:

CONTACT INFO

Please be sure to send an email to your site supervisor that includes the following information:

- Your full name
- Your email and cell phone number
- The course you are enrolled in
- Your available times and days to complete your service
- The name of position you signed up for
- The number of hours you need to complete

Please be sure to write this email within 24 hours of registering, and structure it in a clear and professional tone, as this is your first interaction with your site supervisor.

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

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**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:**

**Student Name:**

**Course:**

**Professor:**

**Agency:**

**Semester:**  
- [ ] Fall  
- [ ] Spring

**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.
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 / Communication Issues
• Dual Service-Learning Form
• Reciprocity
• Verifying Service Hours
• Unique Talents and Distance Learners
• 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!
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”