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**.
LEARNING + DEVELOPMENT OUTCOMES

As a service learner you will...

- Connect more deeply to course content
- Work with diverse populations
- Be able to identify and understand the complexity of social issues
- Develop soft skills
- Gain professional and career experience
SOCIAL JUSTICE

• How does social justice relate to service learning and **why** are we talking about it?

• Our **identities, culture, and past experiences** shape how we interact with others and how we view the world around us.

• Take time to **regularly reflect**
RECIPROCITY

- To engage meaningfully with community members, focus on building relationships that are grounded in
  - Equity
  - Authenticity
  - Active listening
  - Cultural humility

- Remember to have an asset-based mindset

- Be mindful of assumptions and positionality
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.
TROUBLESHOOTING + FAQS

• Registration / Communication Issues
• Existing Placement Form
• Multiple Service-Learning Form
• Transportation
# 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:**

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*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.
My Service-Learning Portal
Login, and become involved

Resources for Currently Enrolled Service-Learners

Presentations

• Service-Learning Presentation: 📜 PPT or 📜 PDF
• Service-Learning Presentation Video

ASL Service-Learning Video S19

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General Resources

• Student Timesheet: 📜 Word or 📜 PDF
• Service-Learning Timeline: 📜 Word
• Service-Learning Existing Placement Form: 📜 Existing Placement Form Spring 2019
• Service-Learning Site Form for Multiple Service-Learning Classes: 📜 Word or 📜 PDF
• Explore transportation options

http://uwm.edu/community/students/academic-service-learning/
CHECK IN
OPPORTUNITIES BEYOND THIS CLASS

CCBLLR can connect you with community-based internships, volunteer work, and can help your student organization with one-time service events. Just stop in.
FALL CAREER FAIRS

• Part-Time Job & Internship Fair
  Thursday, September 22, 2022 | 10:00am - 2:00pm

• Engineering & Computer Science Industry Expo
  Friday, September 23, 2022 | 10:00am - 2:00pm

• Lubar School of Business Career Fair
  Wednesday, Sep 28, 2022 | 10:00am - 2:00pm

• Fall All Majors Career Fair
  Thursday, Sep 29, 2022 | 10:00am - 2:00pm
GET IN TOUCH!
UNION Campus Level
walk-ins are welcome!

Our current office hours are
Monday-Thursday from 8:30am-5:00pm
Friday from 8:30am-3:00pm

(414) 229-3161

WWW.COMMUNITY.UWM.EDU

FIND US ON FACEBOOK
@Community.uwm or search “CCBLLR”
**STEP 1: LOGIN TO THE DATABASE**

Link to service-learning database: [https://web.uwm.edu/servicelearning](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](https://web.uwm.edu/servicelearning)
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.

1. Available Courses

EXCEDEUC 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.

   - Students will be engaging in socializing, cleaning, gardening and other activities.
   - Open Seats: 2

2. Center for Deaf-Blind Persons - Employment Specialist Assistant
   - Researching employment opportunities on line, assist with job applications, assist with resume/cover letter/thank yous, 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

(*) Required
STEP 3: ADD CONTACT INFO & SUBMIT

Open Seats: 1

- Magic Morgan, Inc. - Public Relations

Open Seats: 2

Preferred Name: *(Optional)*

I prefer to use a different name.

Mobile Phone: *
If we need to contact you immediately before or during the program

Preferred Email: *
Let us know the email address that you prefer to be contacted at.

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

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

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, COVID vaccine 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