Community Service Referral

Dept. of Student Community Ethics
Western Carolina University
Cullowhee, NC 28723
Scott East / 828.227.7234

Center for Service Learning
Western Carolina University
Cullowhee, NC 28723
Belk 273 / 828.227.7184

It is your responsibility to **take this form to, or contact**, the Center for Service Learning to schedule your service.

Student Name: ___________________________  Phone Number: ___________________________

WCU Contact: ___________________________  Phone Number: ___________________________

Agency & Contact: ___________________________

Agency & Contact Phone Number(s): ___________________________

Number of hours required: __________________ Service/Reflection Due Date: __________________

Using and signing this form indicates your understanding that: a) while performing Community Service, your conduct reflects on WCU; and b) WCU is not responsible for any mishaps or injuries that occur as a result of your participation in this program. Additionally, by signing, you agree that you will follow and comply with the WCU Student Code of Conduct; follow all rules and/or guidelines of the agency in which you are serving; you will use appropriate language at all times; you will maintain regular, punctual attendance at the service site; you will not perform service under the influence of illegal substances; you will not have contact with anyone in the service setting in a harmful manner; you will inform the agency representative of problems that occur while you are performing services; you will keep a detailed record of service hours and activities completed and you understand the violating these expectations will result in my service hours **NOT** counting toward completion of my conduct sanction(s).

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME IN</th>
<th>TIME OUT</th>
<th>HOURS WORKED</th>
<th>SUPERVISOR</th>
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In order to further your reflection on this service experience, please choose one of the following opportunities (**this reflection counts for 1 hour of your assigned service**):

- **Service Learning Reflection Paper (SLRP)** – This paper is to be completed on an individual basis after your service has been completed. It is designed to provide a framework for you to reflect on your service and the lesson or value you gained from your experiences. See page 2 for more details. **Staff Initial _____ Date _____**

- **Service Learning Reflection Session (SLRS)** – This session will be completed in a group environment after your service has been completed. It is designed to provide a forum for you and your peers to reflect on service and how it has (or has not) influenced you. See page 2 for more details. **Staff Initial _____ Date _____**

I understand that I am solely responsible for the hours listed above and they may be verified with the agency, if necessary. In addition, I also understand that upon completion of these hours I will have my Agency Contact sign below and I will return this form and paper to and/or complete my reflection session at the **Center for Service Learning** by 5 p.m. on the above due dates.

____________________________  __________________
Signature of Student  Date

____________________________  __________________
Signature(s) of Agency Contact(s)  Date
Service Learning Reflection Paper (SLRP)

**Personal Dimension** reflection is an awareness of a personal characteristic of yours that has been enhanced by the readings, discussions, and service experiences.

**Reflection Prompts for Personal Dimension:** Please complete the following prompts with your service experience, the WCU Community Creed and any relevant discussions as resources for your responses.

- With regard to the personal dimension, from the service work I have done and the WCU Community Creed, I learned...
- I learned this specifically through...
- This learning matters to me because...
- Because of this learning, I will attempt to change the following scenario in the future by...

Suggested rubric for reviewing reflection prompts:

<table>
<thead>
<tr>
<th>From the service work I have done and the WCU Community Creed (WCUCC), I learned</th>
<th>completely lacking (0-1)</th>
<th>under-developed (2)</th>
<th>good (3)</th>
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<tr>
<td>does not identify any points learned from service or from the WCUCC</td>
<td>identifies ideas from the service and WCUCC, but does not make any level of synthesis/analysis</td>
<td>expands on ideas and makes synthesis across the service work and the WCUCC</td>
<td></td>
</tr>
<tr>
<td>I learned this specifically through</td>
<td>does not identify any reasoning behind specific ideas/conclusions</td>
<td>identifies reasons behind conclusions, but does not clearly explain reasoning or recognize complexity</td>
<td>explains reasons for conclusions and anticipates and acknowledges the complexity of the issue</td>
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<td>This learning matters because</td>
<td>does not identify any value or explain why there was no value in new learning/info</td>
<td>identifies the value in being exposed to this new learning/info, but does not evaluate it</td>
<td>identifies and evaluates the value in being exposed to this new learning/info</td>
</tr>
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<td>Because of this learning I will attempt to change the following scenario in the future</td>
<td>does not identify any future (potential) changes in actions</td>
<td>identifies future (potential) changes in actions, but does not propose or critique actions in future scenarios</td>
<td>identifies, proposes, critiques a plan of action for how learning influences future scenarios</td>
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*For the due date refer to the Student Conduct Outcome Letter or the front side of this document.

Service Learning Reflection Session (SLRS)

Service Learning Reflection Sessions are scheduled from 4:00-4:50 pm (50 minutes) on the final Thursday and Friday for each of the following months:

- August, September, October, *November, January, February, *March, April and July

*These months have holidays scheduled toward the end of the month (i.e., Thanksgiving and Spring Break), so you must pay attention to when the reflection sessions are scheduled during those times. If you have any questions please see your Student Conduct Outcome Letter.*

If you choose the SLRS method for reflection, you must RSVP with the Center for Service Learning (x7184 or jnickel@wcu.edu) by the Tuesday before your Thursday or Friday SLRS.

Through individual reflection and group dialogue the following prompts will be discussed:

- With regard to the personal dimension, from the service work I have done and the WCU Community Creed, I learned...
- I learned this specifically through...
- This learning matters to me because...
- Because of this learning, I will attempt to change the following scenario in the future by...