## Service Learning, 1 credit
### Fall Semester, 2020
### Career & Experiential Education Center

**Instructor:** Keith Lanser, MA  
**Phone:** 513-244-4634  
**Office:** Career & Experiential Education Center, Seton 120  
**E-mail:** Keith.lanser@msj.edu  
**Office Hours:** Appointments can be made by emailing keith.lanser@msj.edu or calling 513-244-4634. All appointments will be facilitated over Zoom due to the COVID-19 pandemic.

### Course Description:
Service learning is an opportunity to engage in service to others while making academic connections to course material. This one credit hour course requires 30 hours of meaningful community service. Students will serve a community partner accomplishing projects relevant to the academic course to which the service learning credit is attached. Students will also be required to engage in different forms of reflection such as journaling, group guided reflection, and a one-on-one meeting with the course instructor. Students will develop a greater understanding of social problems, a sense of responsibility to our surrounding communities, and an increased awareness of their own faith and values.

### Requisites:
Students must register the service learning credit attached to a course in which the credit is offered. Students may only register for one service credit in an approved course per semester. No more than three documented service learning credits may be accumulated during pursuit of a degree. The service learning credit cannot be added as a 12th credit hour to create full-time status.

### Required Text:
N/A

### Learning Outcomes:
Students work with their faculty, community partner, and the associate director of service learning & civic engagement to choose two service learning outcomes, as seen on page 11 of this syllabus.

### Teaching Strategies:
A variety of teaching and learning strategies are utilized to further learning outcomes, including: theorizing in the classroom, completing service related to the course content, written reflection through journaling, and verbal reflection through small/large group discussions. The associate director of service learning and civic engagement reserves the right to significantly modify the teaching strategies utilized in service learning experiences due to the COVID-19 pandemic.

### Course Expectations:
Active participation in your service learning experience is expected. All assignments must be typed and submitted on or before the due date. All assignments must be completed and turned into the associate director of service learning & civic engagement in order to receive passing credit.

### Academic Honesty:
**Academic dishonesty will not be tolerated.** When completing assignments, be sure that you are citing sources, not copying them. Papers with information from the internet directly pasted onto a document will not be accepted. All information should be interpreted and referenced. If necessary, appropriate disciplinary actions will be taken. If you have any questions regarding The Academic Integrity Policy, please review information online using this link: [http://registrar.msj.edu/undergraduate-catalog/rights-policies/academic-policies/academic-honesty/](http://registrar.msj.edu/undergraduate-catalog/rights-policies/academic-policies/academic-honesty/) or refer to the Student Handbook.

### Student Resource Center:
Any student who has difficulty affording groceries or accessing sufficient food to eat every day, and/or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the MSJ Student
Resource Center (CL12B, 513-244-4276, MSJStudentResourceCenter@msj.edu); they can connect you to resources for support. In addition, if you are comfortable doing so, please notify me so I can provide information and support as well.

Special Accommodations:
In compliance with Section 504 of the Rehabilitation Act of 1973, Mount St. Joseph University provides academic adjustments and auxiliary aids for students with physical or mental impairments that substantially limit or restrict one or more major life activities such as walking, seeing, hearing, or learning. Students with disabilities should contact the Learning Center at 513-244-4202, located in room Seton 156, to present documentation and develop individualized accommodation plans. Further questions can be directed to the University’s 504 Coordinator, Stacy Mueller, Director of The Learning Center, Disability Services and Project EXCEL, at 513-244-4623 or stacy.mueller@msj.edu. Students who have already registered with MSJ Disability Services are encouraged to discuss their accommodations with their course faculty at the beginning of each semester. Additional information can be found at http://www.msj.edu/academics/disability-services/.

Semester Policies:
Additional information regarding semester policies and drop dates for the current semester can be found at https://mymount.msj.edu/ICS/MSJAcademics/Catalogs.jnz?portlet=Semester_Policies.

E-mail:
Students will be expected to read and respond to emails that are sent to their Mount email address.

Required Assignments:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Description/ Instructions</th>
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<tbody>
<tr>
<td>Orientation</td>
<td>Students are required to attend one orientation. Orientations explain the service learning requirements and provide students an opportunity to brainstorm community partners and learning objectives. All service learning orientations will take place over Zoom due to the COVID-19 pandemic.</td>
</tr>
</tbody>
</table>
| Service Learning Confirmation      | Confirm your service learning on MountConnect before you begin your service placement. The confirmation contains critical liability information that all students are asked to report. To confirm your service learning experience, complete the following:  
1. Go to myMount (https://mymount.msj.edu/ICS/), and click on MountConnect (Students) under “Tools & Resources”. The login page can also be found at https://msj.12twenty.com/Login  
2. Log into MountConnect. If this is your first time using MountConnect, you will need to confirm your profile before you can access the home page.  
3. Once you have logged in and you are at the MountConnect home page, go to the left sidebar and click on "Experiential Learning".  
4. Click on the "New Experience" button in the top right corner of the page.  
5. After you have read the Mount’s Rules of Professional Conduct for service learning, scroll down and begin filling out the basics. Add the employer's name (i.e. Boys and Girls Club), and then choose your experiential learning type (Service Learning). After you click on Service Learning, you can fill out the rest of your confirmation. All items with an asterisk are required.  
6. Once you have completely filled out the confirmation, click on the "save" button at the bottom of the page.  
7. Next you will review your confirmation to make sure that all of the information is accurate. If the information is accurate, click on the "Submit for Approval" button. Once the confirmation has been submitted, your confirmation will be pending initial approval by your supervisor. After it has been approved by your supervisor, it will be sent to Keith Lanser for approval. |
| Student Acknowledgement for External Placements Form | Due to the COVID-19 pandemic, all service learning students will be required to review and sign the Student Acknowledgement for External Placements Form”. You should submit this form immediately after you confirm your service learning experience in MountConnect. To submit this form, complete the following: |
1. Go to myMount (https://mymount.msj.edu/ICS/), and click on MountConnect (Students) under “Tools & Resources”. The login page can also be found at https://msj.12twenty.com/Login
2. Log into MountConnect.
3. Go to the left sidebar, and click on "Experiential Learning".
4. Find and click on your service learning confirmation.
5. Click on the “Documents and Forms” tab towards the top of the page.
6. Beneath the instructions you will find a “Document” section. There, you will find the Student Acknowledgement Form. Click on it to download the form.
7. Read the form, sign and date it, and then save the form.
8. Go back to your service learning confirmation. Click on the “Upload File” button next to the Student Acknowledgement Form link. Upload your form to your service learning confirmation.

<table>
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<tr>
<th>Pre-Assessment</th>
<th>Students will complete their pre-assessment on MountConnect after they confirm their service learning and before they begin their service project. To submit your pre-assessment, complete the following:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1. Go to myMount (<a href="https://mymount.msj.edu/ICS/">https://mymount.msj.edu/ICS/</a>), and click on MountConnect (Students) under “Tools &amp; Resources”. The login page can also be found at <a href="https://msj.12twenty.com/Login">https://msj.12twenty.com/Login</a></td>
</tr>
<tr>
<td></td>
<td>2. Log into MountConnect.</td>
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<td>3. Go to the left sidebar, and click on &quot;Experiential Learning&quot;.</td>
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<tr>
<td></td>
<td>4. Find and click on your service learning confirmation.</td>
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<td>5. Click on the “Documents and Forms” tab towards the top of the page.</td>
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<td></td>
<td>6. You will see instructions on the various forms and assessments that you will need to complete as part of the requirements of the service learning program. If you scroll to the bottom, you will see a list of forms. Service learning students will fill out the “Service Learning Pre-Assessment Form”. To access your form, click on the three dots to the right of the &quot;Service Learning Pre-Assessment Form&quot;, and then click on the &quot;Complete Form&quot; button.</td>
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<tr>
<td></td>
<td>7. Begin filling out your pre-assessment. Fields with an asterisk are required. Once you have finished filling out the pre-assessment, click on the &quot;save&quot; button at the bottom of the page. After you have saved the form, you have finished your pre-assessment.</td>
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| Journal Entries         | Students will complete written reflection in Blackboard. Students will be required to complete seven journal modules in all. Students will reflect on what they did/experienced, they will connect the experiences to their learning objectives, and then discuss how their service learning experience connects to the “bigger picture.” The associate director of service learning & civic engagement reserves the right to modify the journaling requirements due to the COVID-19 pandemic if deemed necessary. |

| Instructor Check-In Meeting | Students are asked to check in with the instructors of their service learning courses around mid-semester. Students may meet with their faculty members in-person OR via phone, Zoom, or any other virtual method. It is the students' responsibility to schedule this meeting. The Instructor one-on-one reflection sheet may be turned in over email or over Blackboard. During this meeting, students are encouraged to discuss their learning progress, to make connections between their service learning experience and their service learning course, and to discuss challenging or exciting occurrences that have taken place thus far. The associate director of service learning & civic engagement reserves the right to modify the instructor check-in meeting requirement due to the COVID-19 pandemic if deemed necessary. |

| Associate Director Check-In Meeting | Students are asked to check in with the associate director of service learning & civic engagement around mid-semester. Students will complete their associate director check in meeting via phone or Zoom due to the COVID-19 pandemic. It is the students' responsibility to schedule this meeting. During this check in meeting, the student will discuss their progress on their service learning project, their progress on their journaling, and anything else that the student would like to talk about. |
Students are required to deliver a virtual class presentation that highlights what they did over the semester, what they learned from their experience, and why their service matters. If the instructor of the course determines that a virtual class presentation is not possible, the student will be asked to deliver the presentation to the course instructor during his or her office hours. It is the students’ responsibility to arrange their presentations with their instructors.

The associate director of service learning & civic engagement reserves the right to modify the in-class presentation requirement due to the COVID-19 pandemic if deemed necessary.

Guided reflection is the culminating experience for service learning students. It is an opportunity for service learning students to reflect on what they have learned from their service learning experience, think about the values that they have strengthened while completing their service learning experience, and brainstorm ways to live out those values in the future so we can all live in a more inclusive community. Due to the COVID-19 pandemic, students will complete the guided reflection worksheet at home at the end of their service learning experiences instead of meeting in-person. The guided reflection assignment can be turned in over email or through Blackboard.

Service learning students are asked to document at least 30 hours of course-related community service on their hours logs. All of the 30 hours need to be completed by final exam week. The student’s service learning supervisor must sign the hours log. The associate director of service learning & civic engagement reserves the right to modify the hours log requirements due to the COVID-19 pandemic.

Students will log into MountConnect and complete this form after they have completed their service learning hours and attended guided reflection. To submit your final evaluation, complete the following:

1. Go to myMount (https://mymount.msj.edu/ICS/), and click on MountConnect (Students) under “Tools & Resources”. The login page can also be found at https://msj.12twenty.com/Login
2. Log into MountConnect.
3. Go to the left sidebar, and click on “Experiential Learning”.
4. Find and click on your service learning confirmation.
5. Click on the “Documents and Forms” tab towards the top of the page.
6. You will see instructions on the various forms and assessments that you will need to complete as part of the requirements of the service learning program. If you scroll to the bottom, you will see a list of forms. Service learning students will fill out the “Service Learning Post-Assessment Form”. To access your form, click on the three dots to the right of the “Service Learning Post-Assessment Form”, and then click on the “Complete Form” button.
7. Begin filling out your post-assessment. Fields with an asterisk are required. Once you have finished filling out the post-assessment, click on the “save” button at the bottom of the page. After you have saved the form, you have finished your post-assessment.

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<tr>
<th>Assignment Due Dates:</th>
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<tbody>
<tr>
<td>Date</td>
<td>Assignment Due</td>
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| 09/08-09/18 | 1. Attend a service learning orientation:  
   a. 09/08, 3:30-4:30PM, Zoom meeting: [https://zoom.us/j/98239020286](https://zoom.us/j/98239020286)  
   b. 09/09, 4:00-5:00PM, Zoom meeting: [https://zoom.us/j/9656992799](https://zoom.us/j/9656992799)  
   c. 09/10, 8:30AM-9:30AM, Zoom meeting: [https://zoom.us/j/99800666476](https://zoom.us/j/99800666476)  
   d. 09/11, 12:00-1:00PM, Zoom meeting: [https://zoom.us/j/96786527740](https://zoom.us/j/96786527740)  
   e. 09/14, 12:00-1:00PM, Zoom meeting: [https://zoom.us/j/92996567460](https://zoom.us/j/92996567460)  
   f. 09/15, 8:30AM-9:30AM, Zoom meeting: [https://zoom.us/j/91561681881](https://zoom.us/j/91561681881)  
   g. 09/16, 4:00-5:00PM, Zoom meeting: [https://zoom.us/j/92743099471](https://zoom.us/j/92743099471)  
   h. 09/18, 12:00-1:00PM, Zoom meeting: [https://zoom.us/j/98233159847](https://zoom.us/j/98233159847) |
| 10/02 | 1. Confirm your service learning experience on MountConnect.  
   2. Upload your Student Acknowledgement for External Placements Form to your service learning confirmation on MountConnect.  
   3. Submit your service learning pre-assessment on MountConnect. |
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<th>Date</th>
<th>Tasks</th>
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| 10/30 | 1. Service learning journal modules 1-3 should be completed by this date on Blackboard.  
      | 2. Turn in your signed Instructor One-on-One Reflection Half Sheet to the associate director of service learning & civic engagement over email or Blackboard. It is the students’ responsibility to schedule this meeting.  
      | 3. Meet with the associate director of service learning & civic engagement for a virtual reflection and discussion of your service learning experience. It is the students’ responsibility to schedule this meeting. |
| 12/10 | 1. Service learning journal modules 4-7 should be completed by this date on Blackboard.  
      | 2. Turn in your signed In-Class Presentation Half Sheet to the associate director of service learning & civic engagement over email or Blackboard.  
      | 3. Turn in the Service Learning Guided Reflection Activity to the associate director of service learning & civic engagement over email or Blackboard.  
      | 4. Turn in Service Learning Hours Log to the associate director of service learning & civic engagement over email or Blackboard.  
      | 5. Submit your service learning post-assessment on MountConnect. |
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# Hours Log
Career & Experiential Education Center

Student Name: ____________________________
Agency Name: ____________________________
Supervisor Name: __________________________

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<th>Date:</th>
<th>Hours:</th>
<th>Agency Signature:</th>
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Instructor One-on-One Reflection Half Sheet
Career & Experiential Education Center

Students are asked to check in with the instructors of their service learning courses around mid-semester. Students may meet with their faculty members in-person OR via phone, Zoom, or any other virtual method. It is the students’ responsibility to schedule this meeting. The Instructor one-on-one reflection sheet may be turned in over email or over Blackboard. During this meeting, students are encouraged to discuss their learning progress, to make connections between their service learning experience and their service learning course, and to discuss challenging or exciting occurrences that have taken place thus far. The associate director of service learning & civic engagement reserves the right to modify the instructor check-in meeting requirement due to the COVID-19 pandemic if deemed necessary.

I met with my course instructor on ___________________ (month/day/year) for verbal reflection.

Student name: ______________________________________________________________
Student signature: _____________________________________________________________
Instructor name: ______________________________________________________________________
Instructor signature: ______________________________________________

Virtual Class Presentation Half Sheet
Career & Experiential Education Center

Students are required to deliver a virtual class presentation that highlights what they did over the semester, what they learned from their experience, and why their service matters. If the instructor of the course determines that a virtual class presentation is not possible, the student will be asked to deliver the presentation to the course instructor during his or her office hours. It is the students’ responsibility to arrange their presentations with their instructors. The associate director of service learning & civic engagement reserves the right to modify the in-class presentation requirement due to the COVID-19 pandemic if deemed necessary.

I completed my service learning presentation on ___________________ (month/day/year).

Student name: ______________________________________________________________________
Student signature: ______________
Instructor name: ______________________________________________________________________
Instructor signature: ___________________________________________________________________
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Service Learning
Career & Experiential Education Center
Self-Guided Reflection

Name: ____________________________
Course: ____________________________
Community Partner: ____________________________

1. What is your community partner’s mission? Why do they exist?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

2. What in-demand skills were you able to develop through your service learning experience? How will these skills help you professionally in the future?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

3. How has this experience helped you to communicate appropriately and effectively?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

4. How has this experience helped you to acknowledge your own personal biases, prejudices, or stereotypes about people who aren't like you?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

5. How has this experience shed light on your own privilege? How has your experience shed light on inequality in Greater Cincinnati/ Northern Kentucky?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

6. How has your service learning experience helped you to become a better citizen?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

7. What connections were you able to make between your coursework and your service learning experience?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
**Twofold Panel Activity:**
Side 1: Choose 3 of your core values that you were able to strengthen over this past semester through your service learning experience. What are they, and what do they mean to you? Values are things that you find to be important in life, and guide your life’s work.
*Examples: Integrity, stewardship, acceptance*

Side 2: How can you live out those values in the future in concrete ways? Give specific examples.

<table>
<thead>
<tr>
<th>Side 1: Values</th>
<th>Side 2: Values in Action</th>
</tr>
</thead>
<tbody>
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Learning objectives describe what you should know or what you should be able to do by the end of the semester. For the purposes of service learning, you will choose one personal learning objective and one social learning objective from the list below. The learning objectives that are available to choose from are highlighted in a large body of service learning research, and should be appropriate for almost any service learning experience. Please do not choose a learning objective that is not included on this list, unless the learning objective has been approved by both your instructor and the associate director of service learning & civic engagement. If you completed a service learning experience in the past, please choose two new learning objectives, as you may not choose the same learning objective twice.

**Learning objectives to choose from:**

- **Personal learning objectives (choose one):**
  - I will demonstrate the value of service for personal development
  - I will demonstrate the value of service for spiritual growth
  - I will demonstrate the value of service for moral growth
  - I will work appropriately and effectively with people who are different than me.
  - I will enhance my leadership skills by serving in the community
  - I will enhance my ability to communicate professionally

- **Social learning objectives (choose one):**
  - I will challenge my personal biases, prejudices, and stereotypes about people who are not like me
  - I will demonstrate new civic knowledge, skills, and behaviors by serving in the community
  - I will develop a stronger sense of social responsibility to my community
  - I will demonstrate an enhanced commitment to service

**My service learning objectives:**

Personal learning objective: 
____________________________________________________________________________

Social learning objective:  
____________________________________________________________________________
Service Learning Confirmation
Career & Experiential Education Center

You will need the following information when you confirm your service learning experience on MountConnect:

- Employer: __________________________________________
- Address: __________________________________________
- Description of community service:
  ______________________________________________________
  ______________________________________________________
- Course Code (i.e. RDG 215S): __________________________
- Employer Supervisor: _________________________________
- Employer Supervisor Phone: ___________________________
- Employer Supervisor Email: ___________________________
- Start Date: ________________________________
- End Date: ______________________________
- Academic Term: ___________________________
- SL Personal Learning Objective:¹
  ______________________________________________________
- SL Social Learning Objective:²
  ______________________________________________________

¹ See page 13 of syllabus for choices
² See page 13 of syllabus for choices