



MOUNT ST. JOSEPH
UNIVERSITY

Service Learning, 1 credit Fall Semester, 2023

Career & Experiential Education Center

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Course Description:	<p>Service learning is an opportunity to engage in service to others while making academic connections to course material. <u>This one credit hour course requires 30 hours of meaningful community service.</u> 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.</p>
Requisites:	<p>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.</p>
Required Text:	<p>N/A</p>
Learning Outcomes:	<p>Personal learning objectives:</p> <ul style="list-style-type: none"> • To demonstrate the value of service for personal development • To demonstrate the value of service for spiritual growth • To demonstrate the value of service for moral growth • To work appropriately and effectively with people who are different than me • To enhance leadership skills by serving in the community • To enhance ability to communicate professionally <p>Social learning objectives:</p> <ul style="list-style-type: none"> • To challenge my personal biases, prejudices, and stereotypes about people who are not like yourself • To demonstrate new civic knowledge, skills, and behaviors by serving in the community • To develop a stronger sense of social responsibility to my community • To demonstrate an enhanced commitment to service

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.
Course Expectations:	Active participation in your service learning experience is expected. All assignments must be typed and submitted on or before the due date.
Academic Honesty:	<u>Academic dishonesty will not be tolerated.</u> 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/ 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 https://www.msj.edu/academics/disability-services/index.html
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

Assignment	Description/ Instructions
Orientation	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.
Service Learning Confirmation	<p>Confirm your service learning on Handshake 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:</p> <ol style="list-style-type: none"> 1. If you have not done so already, create a Handshake profile. Go to Handshake (https://joinhandshake.com/), and click on <i>Sign Up</i>. Use your MSJ email to create an account. 2. After logging in with your MSJ email, click on "Career Center" in the top right corner. This will bring you to MSJ's homepage. You will be presented with four options: <i>Appointments, Resources, Experiences, and Surveys</i>. Note: If this is your first-time using Handshake, you may have to confirm some information before you land on the homepage. 3. Click on the <i>Experiences</i> tab. (Even though it says "Track your internship or co- op experiences," this is also where you will track service learning as well.) 4. Click on the blue "Experience" button in the middle of the next page. 5. Under the <i>Details</i> section, select the experience type: <i>Service Learning -Fall 2022</i>. Under <i>Term</i>, select <i>Fall 2022 (S123)</i>. 6. Add the employer's name (i.e. Boys and Girls Club) and the relevant information. All information with an asterisk next to it must be filled out. 7. Under the <i>Job</i> section, type volunteer under * <i>Job</i>. Or, if you have a more descriptive title for your role, fill it in: Data volunteer, volunteer coordinator, construction volunteer. 8. Next, you will fill out your supervisor's name and contact information. 9. After filling out this information, you will scroll down and be prompted to finish your pre-assessment.
Pre-Assessment	Students will complete their pre-assessment in Handshake before they begin their service project. Students will complete the pre-assessment at the same time you register your service learning experience (steps listed above). To complete the pre-assessment, answer all questions and scroll to the bottom and click <i>Request Experience</i> .
Journal Entries	Students will complete written reflection in Blackboard and are required to complete seven journal modules in all. Students will watch the accompanying video for each module, reflect on what they did/ experienced, how the experiences relate to their learning objectives in the class, and then discuss how their service learning experience connects to the "bigger picture."
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. 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. Students will submit a survey on BlackBoard confirming they have had a check-in with their instructor. The survey will also ask students to outline two topics they discussed with the instructor during this meeting. The survey can be found

	in module 5.
Career Center Check-In Meeting	Students are asked to check in with Caroline Meyer, Service Learning and Engagement Coordinator, in the Career Center around mid-semester. Students may complete their meeting in person OR via phone or Zoom. 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 will submit a survey on BlackBoard confirming they have had a check-in with the Career Center. The survey will also ask students to outline two topics they discussed with the service Learning and Engagement Coordinator during this meeting. The survey can be found in module 5.
In-Class Presentation	Students are required to deliver in-class presentations that highlight 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 an in-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 student will be asked to submit a video of their in-class presentation or a copy of their presentation materials (slideshow, Prezi link, etc) onto BlackBoard in Module 7 to fulfill this requirement.
Guided Reflection	Students are required to attend one guided reflection. 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.
Service Learning Hours Log	Service learning students are asked to document at least 30 hours of course-related community service on their hour 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 hours log can be turned in on BlackBoard in Module 7 or the paper copy can be dropped off to Caroline Meyer in the Career Center.
Post-Assessment	Students will log into Handshake and complete this form after they have completed their service learning hours and attended guided reflection. Further instructions to complete this survey will be announced on BlackBoard later in this semester.

Date	Assignment Due
8/27	<p>S222 Service Learning Orientation Dates (via Zoom): Thursday, August 25 at 3:00PM: https://us02web.zoom.us/j/86805582655</p> <p>Please note: students in SED 215 do not need to attend another orientation.</p> <p>If you are unable to attend the Zoom orientation, a copy will be found in BlackBoard. Please watch this video to fulfill your orientation requirement.</p>
9/10	<ol style="list-style-type: none"> 1. Confirm your service learning experience on Handshake. 2. Submit your service learning pre-assessment on Handshake.
10/22	<ol style="list-style-type: none"> 1. Service learning journal modules 1-4 should be completed by this date on Blackboard. 2. Complete the survey on Blackboard confirming you have had you check-in with your course instructor, outlining two take aways from the conversations. 3. Meet with the Career Center and complete the survey confirming you have had your one-on-one with Service Learning and engagement Coordinator Caroline Meyer.
11/28-12/02	<ol style="list-style-type: none"> 1. Attend a guided reflection: Dates and times TBD
12/05	<ol style="list-style-type: none"> 1. Service learning journal modules 5-7 should be completed by this date on Blackboard. 2. Submit your video of your class presentation or presentation materials. 3. Turn in Service Learning Hours Log to the Career Center or over email. 4. Submit your service learning post-assessment on Handshake.

Assignment	Grade/Points	Final Grade Determination	Grading Scale
Orientation	5	Each assignment is given a percent value of the overall 100% of the grade. Total points: 100	90 – 100 = A 80 – 89 = B 70 – 79 = C 60 – 69 = D Below 60=F 59 Below = F
Register for experience on Handshake & Pre-assessment	5		
Module 1-7	15		
Meeting with instructor	5		
Meeting with Career Center	5		
Presentation	5		
Hour Log	50		
Guided reflection	5		
Post-Assessment	5		

