Service Learning Paperwork Guidelines

All Associate and Bachelor's degree-seeking students are expected to participate in at least 15 hours of Service Learning in order to graduate. Depending on a student's specific professional program requirements, these 15 hours will be completed through one or both of the following types of projects:

Type of Project	Description	Paperwork Required	Turning Paperwork In
Faculty and/or Staff-Facilitated Project(s) A college sponsored Service Learning (SL) experience that is typically coordinated within a course (ex: SVL-285 & NSG/PHI–280) or by a college faculty, staff member or department	Overseen by a faculty and/or staff member with all components of a Service Learning (SL) experience (purpose, objectives, projects, hours required, reflection aspects, etc.) incorporated into a course or service project. The faculty and/or staff member approves the completed project for graduation credit.	Completed **SLP Verification Form (**e.g. SL project(s) proposal/objectives, SLP hours logged and verified) **and SLP reflection paper** provided to faculty and/or staff member for final approval	Faculty and/or staff member that facilitates/approves the project is responsible for verifying and turning the **SLP Verification Form** to Registrar's office with a copy given to students for their records.
Student-Initiated Project A student-planned and/or client-based Service Learning (SL) experience usually working with a community or faith-based organization and approved by a college faculty, staff member or department	In collaboration with a community organization or on their own, students plan their own Service Learning (SL) experience. Students complete the SL process and complete **Verification Form** ensuring all aspects of the SL experience are met (e.g. researching community and/or organization need(s), propose SL project(s), create objectives, documents hours, verifies service, prepares/submits SL reflection paper. Final SL experience approval is granted by a college faculty or staff member.	Completed **SLP Verification Form** (e.g. SL project(s) proposal/objectives, SLP hours logged and verified) with community organization supervisor signature, if applicable, and **SLP reflection paper** provided to faculty and/or staff member for final approval with a copy given to students for their records.	Faculty and/or staff member that approves the project is responsible for verifying and turning in the **SLP Verification Form** to Registrar's Office with a copy given to students for their records.

Descriptions of the necessary paperwork are detailed below.

Once completed and approved, college faculty or staff must submit approved, Service Learning documentation to the Registrar's Office via email or in person with a copy given to students for their records.

Breakdown of Paperwork to be Completed

Servant Leadership Service-Learning Project (SLP)
Step 1: Proposal of Objectives

Student Name: _____   Student ID #: _____

Community Partner/Service Recipient(s) Name and Contact: _____

Brief Summary of Proposed Project(s) with Three Objectives Listed:

Note to Community Partners:
To protect your agency and the student, the following guidelines are necessary:
- The service-learning experience should be meaningful and connected to the student's career goals. Therefore, activities like filing paperwork, cleaning, etc. are discouraged if there is no educational aspect to the project.
- The supervisor cannot be a relative, but rather should be the agency's equivalent of a Volunteer Coordinator.
- Students may NOT:
  - Give injections as part of this project*
  - Assist in holding/restraining a child who is receiving an injection *
  - Dispense medications, particularly in a school setting*
  - Drive clients (due to automobile liability concerns)
  - * Does not include BSN students.

PRIOR TO STUDENT SERVICE: Please **sign** below if you are a Community Partner (CP) leader/representative and are willing to serve as a supervisor for this project and follow the guidelines outlined above. Instructor approval of student project is required BEFORE commencing service.

CP Supervisor (if applicable): _____ Date: _____

Instructor Approval (required): _____ Date: _____

Step 1: SLP Proposal with Objectives

Pictured portion is required to be completed, submitted, approved and signed by the appropriate parties PRIOR TO beginning service project(s). This form ensures that the Service Learning project(s) being proposed, and hours performed by the student have been deemed appropriate by the student's community partner (CP) organization's supervisor and/or faculty or staff supervisor. Furthermore, this ensures that the learning objectives are appropriate as described and that a supervising organization is not allowing students to perform forbidden tasks (e.g. giving injections, assisting to hold/restrain a child who is receiving an injection, dispensing medications*, or driving clients). This protects both MCHS and the agency from liability concerns.

Information required:

Student Information – this information ensures service hours are logged in the appropriate student transcript.

If working with an organization, students are expected to have researched and be aligned with the desired organizations history, mission, values and programs prior to contacting and securing the appropriate person to approve proposed students' project(s) and agree to supervise their service

SL Project(s) Information – this includes a summary of proposed project(s), dates of service, and at least three objectives related to your effective service.

Signatures required: If working with an organization, the organization's supervisor and students must sign the form before securing the supervising college faculty or staff member's signature and approval.

Servant Leadership Service-Learning Project (SLP)
Step 2: Document/Log SLP Hours Throughout Service

Date of Service	Description of Service Completed (add rows as necessary)	Hours (completed) e.g., 7-9 am
TOTAL HOURS:	**APPROX # PEOPLE SERVED:**	

Step 2: Document/Log SLP Hours Throughout Service

Pictured portion is required to be filled out and signed by students' site supervisor, if serving at an organization, or by a person(s) being served by students AFTER COMPLETING SERVICE SL PROJECT(S). Note: This hour log is a brief summary of the service performed which may or may not match exactly the students' project(s) proposal and objectives. Nevertheless, this log should be as accurate and precise as possible, even if students don't accomplish the objectives described prior to the project. Note: It is possible that a student's SLP site supervisor may be different than the student's organization supervisor.

Information required:

Project information – the date, times and a brief recap of the service(s) performed along with a site supervisor's (if serving an organization) and/or person(s) being served by students. Note: If needed, insert additional rows on the form to log additional SL activities.

Hours Log – date and time periods of service performed and a brief description of service activities

Servant Leadership Service-Learning Project (SLP)
Step 3: Sign/Submit SLP Verification Form for College Faculty or Staff Approval at End of Service Experience

POST STUDENT SERVICE: Students: Please **sign** below to verify your actual Service Hours. By signing below, you certify that you have completed the service learning project as described on this form.
Community Partner (CP) Representative/Supervisor (if applicable), please sign below to verify this student's service hours. **Instructor** will sign after form is completed and submitted.

Student Signature: _____ Date: _____

CP Supervisor Signature (if applicable): _____ Date: _____

Instructor Signature: _____ Date: _____

Step 3: Sign/Submit SLP Verification Form for College Faculty or Staff Approval at End of Service Experience

Pictured portion is required to be completed by students, their organizational supervisor (if served with a community partner agency) and their faculty or staff supervisor. These signatures of all parties involved with dates executed are required in order to validate the SLP experience and certify the hours with the Registrar's Office.

SLP Experience Reflection Paper

Required for all service learning experiences, students are required to compose a paper (approximately 500 words, APA format) evaluating their Service Learning experience and reflecting on how their service affected them personally and professionally as service leaders. It should NOT just be a summary of what they did, but rather it should include critical analysis and reflection. Note: Students must maintain confidentiality of any and all individual(s) served, never revealing personal identity or details of those being served. Once composed, students are required to submit their papers to their college faculty or staff supervisor. Upon completion, students will receive confirmation of SLP approval by their supervisor who will, in turn, notify and submit, as needed, the SLP Verification form to Registrar's Office as required for the student's transcript for graduation.

Reflection Paper Expectations Guidelines

At least, the following aspects must be explained in students' papers written in first-person, singular (i.e. I, my, me):
• 	Whether or not they met the objectives they set out to attain (in their Proposal portion)? Why or why not?
• 	In what ways did their Service Learning experience connect to Mercy College's mission? Core values?
• 	In what ways did their Service Learning experience help them demonstrate and grow as a servant leader?
• 	How will your Service Learning experience help prepare you as a healthcare practitioner in your future career?

Other optional questions to consider are:
• 	What viewpoints or ideas that you held were challenged by your service experience?
• 	What was difficult about the experience? What was surprising?
• 	What are some of the challenges faced by the person(s) you worked with?

Mercy College's Service Learning Honor Cord Award

To honor graduating Mercy College students who have furthered the College's mission and demonstrated core values and institutional outcomes of Servant Leadership, students are eligible to earn the **Mercy College of Health Sciences Service Learning Graduation Honor Cord Award.** Eligible students must complete at least an additional 15 service learning hours beyond what is required for their program graduation (if the students is enrolled in a Certificate/Associates degree program) or 30 hours beyond what is required for graduation (if enrolled in a Bachelor's degree program). [See chart below.]

Total Service Learning (SL) Hours Required to Earn the Recognition Award:

Program	SL Hrs Req. to Graduate	Add'l SL Hrs Req to Earn Award	Total SL Hrs Req. to Earn Award
Certificate	0	15	15
Associate's	15	15	30
Bachelor's	15	30	45

All Service Learning hours earned must be approved and documented through usual processes. All additional service learning hours must be completed and students must indicate their intentions by completing the **Service Learning Honor Cord Application Form** at https://mercycollegeiowa.wufoo.com/forms/s9wf6l81ywzlk2/ and submit all required documentation **no later than 30 days before their graduation**. Upon receipt of the application, the **Service Learning Advisory Council** will oversee the auditing of students' service learning hours and forms to verify their award eligibility. Once approved, students will be notified and receive the awarded recognition cord which they, in turn, can wear and be recognized at Commencement. For questions and further information, consult the current **Service Learning Graduation Honor Cord Award FAQs at MCHS.edu/ServiceLearning.**