Service-Learning FAQ for Students

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Things to know before you start your Service-Learning project

What is a community partner?

The organization where you are doing your service-learning

Who is a supervisor?

The person at the organization where you are doing your service-learning who is responsible to provide you with a meaningful opportunity and verify your service hours with the Center for Service-Learning.

Who is a mentor?

A mentor is a UW-Eau Claire faculty or academic staff member that you choose who is responsible for conducting a reflection activity with you and verifying the completion of your service-learning hours with the Center for Service-Learning.

What is a service-learning project?

A service-learning project is an opportunity to serve your community in a meaningful way. Projects are intended to benefit those served and make an impact on the community. Students also learn about the organization they serve, why the organizations exists and how they serve the community by the services they provide.

Service-learning projects must be in increments of 15 hours with two different organizations or 30 hours with one organization. The full service-learning requirement is 30 hours.

Where do I go to start a project?

This links directs you to the application. Sign in with your UWEC username and password.

https://servicelearning.apps.uwec.edu/
Ways to create a service-learning project

Creating a project from an existing proposal

Note: Clicking on the “Home” tab and “Proposals” tab lets you see all project proposals available. In case you don’t have an existing proposal or community partner in mind, you can take a look at all projects available and apply for one that interests you.

If you know an existing proposal you want to apply for

1. **University of Wisconsin-Eau Claire**

   ![Proposals Search](image)

   2. **Buddy Program**

       Community Partner: UWECD Center for International Education
       Supervisor: Rachel Ann Steuer
       Beginning Date: 2017-08-19
       Ending Date: 2017-12-22

       The supervisor and mentor must be contacted before starting your project.

3. **Proposal Details**

   ![Proposal Description](image)

   Make sure you read the proposal description.

4. **Contact Supervisor**

   Please note you will need to find a mentor for this project as the supervisor cannot fulfill that role. Students typically utilize a favorite professor or their advisor if they are available. Your mentor and you will decide together whether the project will work in order to complete your service learning. Some past examples include reflection papers, journals, powerpoint presentations, etc. Please contact the supervisor for this project if you have further questions regarding the proposal or how to start the process.
The supervisor and mentor must be contacted before submitting your application.

I have contacted and communicated with my mentor before starting this project, and know what is required for my reflection activity. You must contact your mentor before you start this project.

I have contacted and communicated with my supervisor before starting this project. You must contact your supervisor before you start this project.

Complete Description answers

Service-Learning Project Description

1.
Briefly describe the project and the community need you intend to address. Consider these prompts to answer the question: What will you do to meet the need? What issues related to the identified need will you explore or have you already explored (i.e., learning why there is a need, how the need is being met by the organization, or using your skills to suggest better ways to meet the need).
If the Community Partner has an existing proposal

The supervisor and mentor must be contacted before starting your project.

Make sure you read the proposal Description.
New Project

Title: Ruddy Program

Beginning date: 09/11/2017
End date: 12/22/2017

Student UWEC Username: adegokat2788

Community partner: UWEC Center for International Education
Supervisor: Rachel Ann Steuer

Mentor UWEC Username (Example, your username is adegokat2788): No @uwec.edu

A mentor is a UW-Eau Claire faculty or academic staff member responsible for conducting a reflection activity and verifying the completion of your service-learning hours with the Center for Service-Learning.

Service-Learning Project Description

1. Briefly describe the project and the community need you intend to address. Consider these prompts to answer the question: What will you do to meet the need? What issues related to the identified need will you explore or have you already explored (i.e., learning why there is a need, how the need is being met by the organization or using your skills to suggest better ways to meet the need).

Complete Description answers

The supervisor and mentor must be contacted before submitting your application.
Creating a non-existing project and linking it to a community partner
If the community partner already exists in the system

Step 2 is to search for your community partner

The supervisor and mentor must be contacted before starting your project.
If the community partner doesn’t exist in the system

please contact the Center for Service-Learning and provide them with the following information:

- Name of Organization
  - Website
  - Address
  - Phone #
- Name of Project Supervisor
  - Email of Project Supervisor

After Submitting your Service-Learning Project

Complete your Pre Survey:

Completing your pre survey moves your service-learning project to the admin approval stage. Your project will then be approved by the Service-Learning coordinator, your supervisor and your mentor. You will be email prompted when these actions occur.

Fulfill your Service-Learning Requirement: Once your service-learning project has been approved, your service-learning project can begin. You will be email prompted when this action occurs.

Supervisor Evaluation: After fulfilling your service-learning project, your supervisor logs into the online app to evaluate your service-Learning.

Mentor Completion: Your mentor completes your project in our online app by first reviewing your supervisor’s evaluation and assessing what you learned through your reflection activity.
Complete your Post Survey:

Complete Post Survey

After completing your post survey, the Service-Learning coordinator will export your records to the Registrar’s office to affect your degree audit.