

UIW COMMUNITY SERVICE GUIDELINES

(45 clock hours, non credit; minimum of 30 hrs. completed off campus; preferably with one agency)

The service must be completed, documented and verified before the application for graduation is filed.

Bulletin Description of Community Service Requirement

Students may satisfy this graduation requirement by: (1) selecting volunteer opportunities posted by Campus Ministry, or (2) taking courses designated in the university schedule as service-learning courses, or (3) a combination of volunteer opportunities and service-learning courses. Students are encouraged to discuss with their advisors, early in their university experience, the options for fulfilling the community service requirement and the method of documenting their service.

For Information on Service Options

- Contact **Eddie Vega, Coordinator of Social Concerns**, Katherine Ryan Center (829-3128), for suggestions about **volunteer service opportunities** or advice about what counts as community service.
- Information about **service-learning opportunities** is available from academic advisors and instructors.

Documentation Forms--finding and filing

- Documentation forms are available at the Registrar's Office and at Campus Ministry in the Katherine Ryan Center. Completed forms should be returned to the Registrar's Office.

When to Do Community Service and What About Service Done in the Past

- Community service can be done at any time during the year, as you pursue your degree at UIW.
- Documented community service completed in the last five years (excluding service done during high school) will satisfy all or part of the community service requirement.

What Counts as ON-CAMPUS Service

- A maximum of 15 hours of community service to meet the graduation requirement may be earned on campus. Institution-sponsored activities such as helping with Light the Way or Phonathan **do count**.
- Activities serving the interests of an individual or student organization (e.g., a bake sale) ordinarily **do not count**. Participation in most extracurricular activities (e.g., holding office in SGA, or cheerleading) **does not count**.

What Counts as OFF-CAMPUS Service

- Volunteer Activity---Service is not earning course credit (e.g., with internships, practicums, or clinicals); is not earning money; is not doing service as part of a regular job.
- Serving People in Most Need---The goal is to serve and learn from people themselves, particularly people who are homeless, poor, hungry. This relates to the UIW Mission which emphasizes social justice.
- Consistent with the Mission of UIW---The Sisters of Charity of the Incarnate Word, who founded the university, sponsor a number of agencies (e.g., Visitation House, and Sisters Care). Some community service options are not appropriate because UIW is a Catholic institution. When in doubt about an option, call **Eddie Vega** (829-3128).
- Working with Recognized Community Agencies---Part of the objective is to move beyond activities which benefit one's own immediate environment (e.g., family or neighbors) and serve the needs of people in the broader community. Some recommended options are:
 - non-profit agencies such as: United Way, Santa Rosa Children's Hospital, SAMP Shelter, Child Abuse Prevention Services, Salvation Army, Easter Seal Society.
 - UIW-sponsored off-campus activities such as Golden Harvest and mentoring and tutoring opportunities.

- One Agency---A concentrated experience with one agency is the most effective way to serve and learn from others.

University of the Incarnate Word

COMMUNITY SERVICE DOCUMENTATION FORM

(Please print)

I. Student Information:

Full Name: _____ SSN or ID # _____

II. Service Information:

What kind of activity did you do?

Population served _____ Dates of service _____ Total hours of service _____

Describe five things you learned from your service experience.

1.

2.

3.

4.

5.

III. Community Service Verification by a Supervisor:

Supervisor Name (Please Print): _____ Title: _____

Organization/Agency: _____

Address:

Street

City

State

Zip Phone Number

I acknowledge that to the best of my knowledge the above information is correct.

Supervisor Signature: _____ Date: _____

*****To Student: Return this form, completed, to the Registrar's Office. Make a copy for your files. This form must be submitted to recognize these service hours as part of the community service requirement for graduation.**

Registrar's Office Use Only

Date Received: _____

Recorded by: _____