

UNIVERSITY OF INDIANAPOLIS

CENTER FOR SERVICE-LEARNING
& COMMUNITY ENGAGEMENT

Service-Learning packet form

(Confirm with your facility which forms are required for submission in your course)

Student Name: _____

Date: _____

Agency: _____

Course: _____

Initial each as completed:

1. ___ Confidentiality, media release, and student statement forms signed.
2. ___ Documentation of hours served, validated by field supervisor
3. ___ Student evaluation form completed by field supervisor with the student.
4. ___ Site evaluation form completed by student.
5. ___ Reflection/Journal entries for each day served.
 - Shows college level writing skills
 - Gradually becomes more deeply reflective (looks at the effects of the service, role of the agency and draws conclusions from the experience)
 - Please reference *Reflection in Service-Learning* guide
6. ___ Student Reflective Statement (2-3 Page paper on experience, what you have learned, what do you think will prove most helpful for future jobs, etc.):
7. ___ Agency profile completed with field supervisor.
8. ___ Scrapbook Page w/ Pictures (optional)
9. ___ Final presentation (in class)
10. ___ Participation in one of the UIndy semi-annual Service-Learning Expo events (during the normal academic year).
11. ___ Service Learning Survey

Faculty name: _____

Final Grade: _____