

Number and label each section of the report. Attach the Attendance Record/Time Sheet (log with the agency representative's signatures) as the last page of the report. Attach the article you located to the back, also. The report must be typed (double-spaced, 12-point font, one-inch margins), and it must be stapled. Do not put the report in a folder of any kind.

Include all of the following sections.

- (1) **Service Learning Research (20 points):** Locate one academic article about Service Learning and college students. Answer the following questions:
  - a. How widely is service learning being utilized in college courses?
  - b. What benefits do college students derive from service learning?
  - c. How is service learning helpful to the community and to the society? What is the author's opinion about this?
- (2) **Setting (15 points):** Give details about the social service agency and the setting in which you completed your service learning hours Provide some background information about the agency representative you had contact with and the people (senior citizens) with whom you worked.
- (3) **Activities (20 points):** Tell exactly how you spent your time. A daily log of activities must be included in the report. List the activities that you performed each time (a day-by-day description) that you volunteered at the agency, and give details about what happened.
- (4) **Significant Events (10 points):** Evaluate your service learning experience and discuss any particular event or observation that produced some new insight or understanding on your part.
- (5) **Future Goals (15 points):** What are your personal and professional goals, relative to your specific intended college major? Did your service learning experience affect you and your goals in any way? What benefits did you derive from the service learning experience? What benefits do you think the agency or the people it serves derived from your service hours?

**Follow-up (10 points):** Did you communicate clearly to the agency representative that you have finished your service learning hours and won't be coming to the agency any more? Or, are you continuing to volunteer with the agency to gain more experience? Did you send the agency representative a "thank you" note for allowing you to volunteer at the agency?

- (7) **Log Sheet *attached to back of report* (10 points)** with a minimum of 15 hours recorded correctly, with 2 hours maximum credit per visit, and at least **7 visits** to the agency.

**NOTE:**

- (a) Your log sheet with the agency representative's signatures may not be altered in any way. Scratch-outs and changes will not be accepted.
- (b) Students are given credit for no more than two hours per day although you are welcome to complete more for the TCC TallyScript. The service learning experience should involve a series of several visits to the agency.
- (c) Students who do not complete the required field experience hours will not be able to earn above a grade of "D" in the course.

- (d) Your grade is based both on the completion of the required hours and the quality of your report. **Neatness, spelling, and grammar will** affect your grade.

*I **strongly** recommend that you write a **thank-you letter** to the agency representative whom you worked with this semester. Indicate how much you appreciate her or his guidance, and briefly discuss the impact of this experience on you individually. You can deliver or mail these letters to the social service agency. Please develop a habit of thanking people who have helped you along the way!*