Service-Learning FAQ for Community Partners

What is a community partner?

> The organization where a student does their service-learning

Who is a supervisor?

> The person at the organization where the student does their service-learning, who is responsible for providing the student with a meaningful opportunity and verifying the completion of the student's service-learning hours with the Center for Service-Learning.
>
> A supervisor does the following:
>
> - Set up meaningful Service-Learning projects for UWEC students
> - Online approval of students projects
> - Overseeing the student's project
> - Evaluating the student's project

How do you become a community partner?

> To become a community partner in our system, contact us with the following information:
>
> - Name of organization
> - Website link
> - Organization address
> - Organization phone number
> - Name and email of project supervisor

The Center for Service-Learning also needs to know the following information:

1. Can you provide information that proves that the community partner either maintains a current non-profit 501c(3) status, is a government agency or school district?
2. Can you provide proof of general liability insurance?
3. Do you have a physical location or main office?
4. Is your organization able to provide on-site student supervision?

Adding supervisors to a community partner

> - Provide us with name and email of supervisor
> - An email containing an access token will be sent to the supervisor
> - Supervisor follows information in email, creates an account and uses the token to access the service learning app

Note: Supervisors will be required to change their passwords every 6 months. This is a university requirement.

Can students do Service-Learning for your for-profit company?

Yes, but only within non-profit parameters. If the service-learning activity is performed with a for-profit organization, it must meet an identified community need and must not involve the organization's profit-making activities.

For example, a paid accounting internship at an accounting firm in which the student participated in pro bono audits for nonprofit agencies may qualify; whereas, an internship at a for-profit firm in which the student's work is only in the service of the company's profit-making activities would not qualify.

Questions on if students can do Service-Learning projects with your for-profit company?

- Call us at 715-836-4649 or email us at srvlearn@uwec.edu

What qualifies for a Service-Learning project?

A service-learning project can be any meaningful project that includes both rich experiences for UW-Eau Claire students and substantial benefits for the community typically for the non-profit community.

Still unsure if your proposal will qualify for a Service-Learning project?

- Call us at 715-836-4649 or email us at srvlearn@uwec.edu

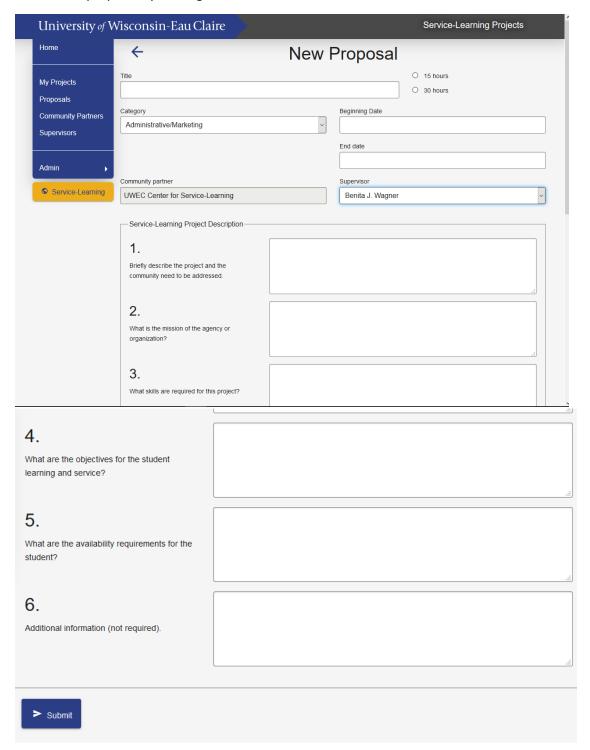## How many hours do the projects have to be?

All projects must be either 15 or 30 hours. Our system is not able to count any other increments of service hours.

Do I have to turn in time sheets to the Service-Learning office?

No. We do not collect time sheets that record the student's service-learning hours. We ask that you keep records of their hours to make sure they have completed their 15 or 30 hour requirement. When the student's project is completed, service hours are verified through the evaluation.

[Creating a project proposal](#)

- Click on "Proposals"
- Start a new proposal by clicking "+ new"

Things to Note:

- Your community partner name and supervisor name will be auto filled in the form.

- Submitting a project proposal doesn't automatically make the project available to UWEC students. The Service-Learning coordinator can either approve or reject a project. Reasons will be included if a project gets rejected.

- Supervisors can resubmit a project proposal after getting rejected. They will need to make adjustment to their proposal based on the reasons given by the Service-Learning coordinator

- Promoting your organizations project on the Service-Learning app doesn't guarantee UWEC's student participation.

Evaluating a student's service-learning project

After the student has fulfilled their service-learning requirement, the supervisor logs into the Service-Learning app to complete an evaluation on the student's performance.

Note: This step has to be completed in order for the student to get credit for their work.