

## 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.

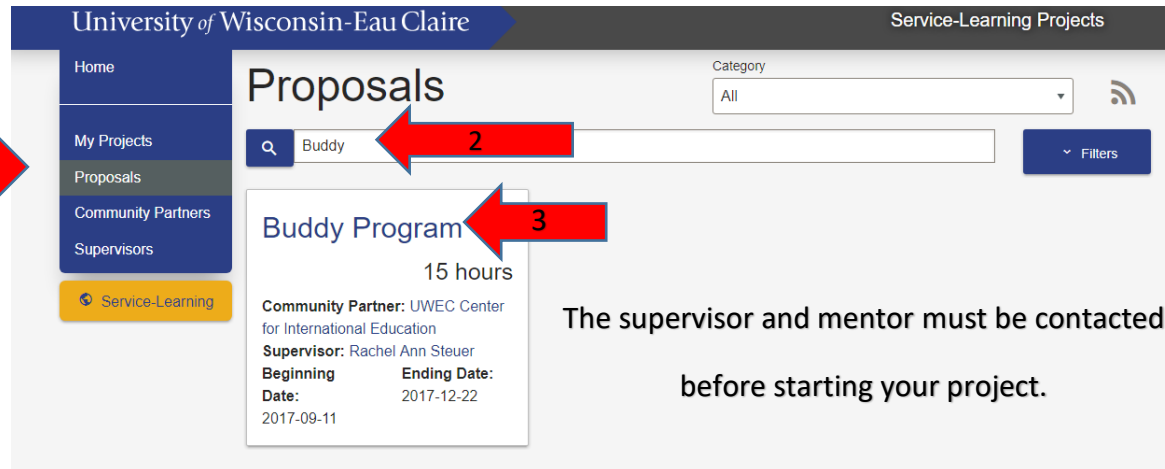
**<https://servicelearning.apps.uwec.edu/>**

## Ways to create a service-learning project

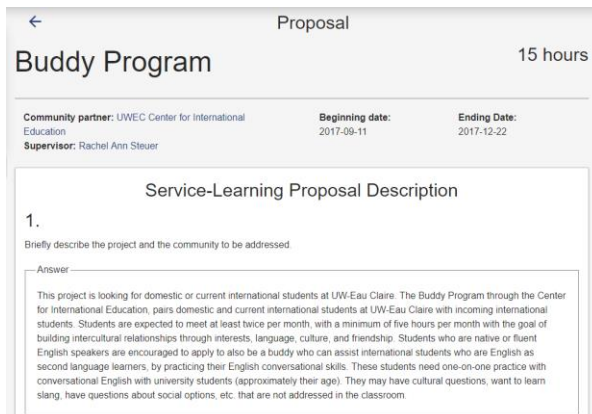
### Creating a project from an existing proposal

**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.

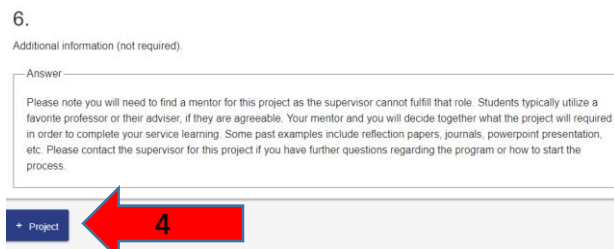
If you know an existing proposal you want to apply for



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



**Make sure you read the proposal description.**

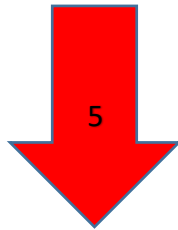


6. Additional information (not required).

Answer

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 adviser. If they are agreeable. Your mentor and you will decide together what the project will require in order to complete your service learning. Some past examples include reflection papers, journals, powerpoint presentation, etc. Please contact the supervisor for this project if you have further questions regarding the program or how to start the process.

+ Project



## New Project

Title

Buddy Program

☒ 15 hours  
☐ 30 hours

Beginning date

09/11/2017

End date

12/22/2017

Student UWEC Username

adegokat2788 **AutoFilled**

Community partner

UWEC Center for International Education

Supervisor

Rachel Ann Steuer **AutoFilled**

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

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

☐

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.

☐

Category

Schools

The supervisor and mentor must be contacted before submitting your application.

Save Draft

6

Submit

If the Community Partner has an existing proposal

University of Wisconsin-Eau Claire

Service-Learning Projects

Home

My Projects

Proposals

Community Partners

Supervisors

Service-Learning

UWEC Biology

UWEC Career Services

UWEC Center for International Education

Info

+ Project

Info

+ Project

Info

+ Project

Service-Learning

Buddy Program

15 hours

Community Partner: UWEC Center for International Education

Supervisor: Rachel Ann Steuer

Beginning Date: 2017-09-11

Ending Date: 2017-12-22

International Folk Fair

15 hours

Community Partner: UWEC Center for International Education

Supervisor: Kelsey A Avey

Beginning Date: 2018-04-28

Ending Date: 2018-04-29

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

Proposal

Buddy Program

15 hours

Community partner: UWEC Center for International Education

Supervisor: Rachel Ann Steuer

Beginning date: 2017-09-11

Ending Date: 2017-12-22

Service-Learning Proposal Description

1. Briefly describe the project and the community to be addressed

Answer

This project is looking for domestic or current international students at UW-Eau Claire. The Buddy Program through the Center for International Education, pairs domestic and current international students at UW-Eau Claire with incoming international students. Students are expected to meet at least twice per month, with a minimum of five hours per month with the goal of building intercultural relationships through interests, language, culture, and friendship. Students who are native or fluent English speakers are encouraged to apply to also be a buddy who can assist international students who are English as second language learners, by practicing their English conversational skills. These students need one-on-one practice with conversational English with university students (approximately their age). They may have cultural questions, want to learn slang, have questions about social options, etc. that are not addressed in the classroom.

Make sure you read the proposal Description

6.


Additional information (not required):

Answer

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 adviser, if they are agreeable. Your mentor and you will decide together what the project will require in order to complete your service learning. Some past examples include reflection papers, journals, powerpoint presentation, etc. Please contact the supervisor for this project if you have further questions regarding the program or how to start the process.

+ Project

5



## New Project

Title

Buddy Program

☒ 15 hours  
☐ 30 hours

Beginning date

09/11/2017

End date

12/22/2017

Student UWEC Username

adegokat2788 **AutoFilled**

Community partner

UWEC Center for International Education

Supervisor

Rachel Ann Steuer **AutoFilled**

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

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

☐ 


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.

☐ 


Category

Schools

**The supervisor and mentor must be contacted before submitting your application.**

 Save Draft

6

 Submit

## Creating a non-existing project and linking it to a community partner

If the community partner already exists in the system

University of Wisconsin-Eau Claire

Home

My Projects

Proposals

Community Partners

Supervisors

Service-Learning

UWEC Biology

Info

+ Project

UWEC Career Services

Info

+ Project

UWEC Center for International Education

Info

+ Project

Step 2 is to search for your community partner

The supervisor and mentor must be contacted

before starting your project.

University of Wisconsin-Eau Claire

Service-Learning Projects

Home

My Projects

Proposals

Community Partners

Supervisors

Service-Learning

New Project

Title

Insert title of your project

Beginning date

Insert beginning date of your project

End date

Insert end date of your project

Student UWEC Username

adegokat2788

Auto Filled

Community partner

UWEC Center for International Education

Auto Filled

Supervisor

Select supervisor from drop down

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


Pick the desired hours for your project

15 hours


30 hours


Complete Description answers

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

☐ 

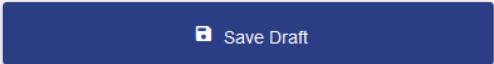

I have contacted and communicated with my mentor before starting this project, and know what is required for my reflection activity. You must contact your mentor before you start this project.


☐ 


Category  
Administrative/Marketing 

**Select appropriate category from drop-down**

The supervisor and mentor must be contacted before submitting your application

**4** 

**5** 



### 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:

 **Pre survey** 

Now you must complete the pre survey before it can be approved

**Buddy Program**

15 hours

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.