



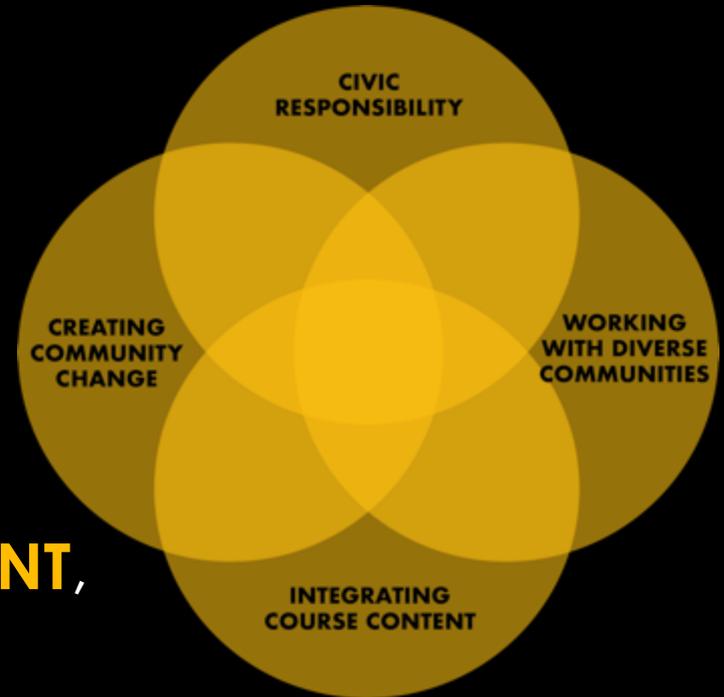
SERVICE-LEARNING



CENTER for COMMUNITY-BASED
LEARNING, LEADERSHIP, & RESEARCH
at the University of Wisconsin-Milwaukee

WHAT IS SERVICE-LEARNING?

A credit-bearing, educational experience in which students participate in an organized service activity that meets identified **COMMUNITY NEEDS**. Students also reflect on the service activity to gain a deeper understanding of **COURSE CONTENT**, a broader appreciation of the discipline, and an enhanced sense of **CIVIC RESPONSIBILITY**.



STUDENTS WHO TAKE AN ASL COURSE WILL BE ABLE TO:

- connect service to course content.
- identify one strength and one need in the community.
- show a deeper understanding of the complexity of social issues.
- articulate strategies for working with diverse populations.
- identify actions and roles they can take to be change agents.

SERVICE LEARNING IN TIMES OF COVID-19:

- There will be various options for service learning, to accommodate different student needs: in-person, virtual, outdoors, etc.
- Agencies where in-person service learning occurs will be required to follow safety protocol of UWM. Likewise, students are expected to do the same at sites.
- In-person service learning requires completion of the COVID-19 community-based learning acknowledgement form.
- Students can speak with their professor about service learning options and alternative assignments.
- Keep in mind – this is a chance to interact with others, get career experience, and take a break from more traditional virtual schooling – TAKE ADVANTAGE OF IT!
- Flexibility and communication are key during this time.

DEAR FUTURE SERVICE LEARNER...

[Testimonial Video](#)

TIPS FOR SUCCESS

It is your responsibility to **GET SET UP QUICKLY** with your service-learning assignment.

Be sure to **ATTEND ORIENTATION/TRAINING, BE ON TIME** to all weekly service sessions, and if you cannot make it, call your site supervisor.

TRAVEL TIME to and from your site, and any necessary site **ORIENTATIONS DO NOT COUNT** towards your required service hours.

Treat this like any other class requirement, and **REPRESENT UWM** in a **POSITIVE** and **PROFESSIONAL** manner.

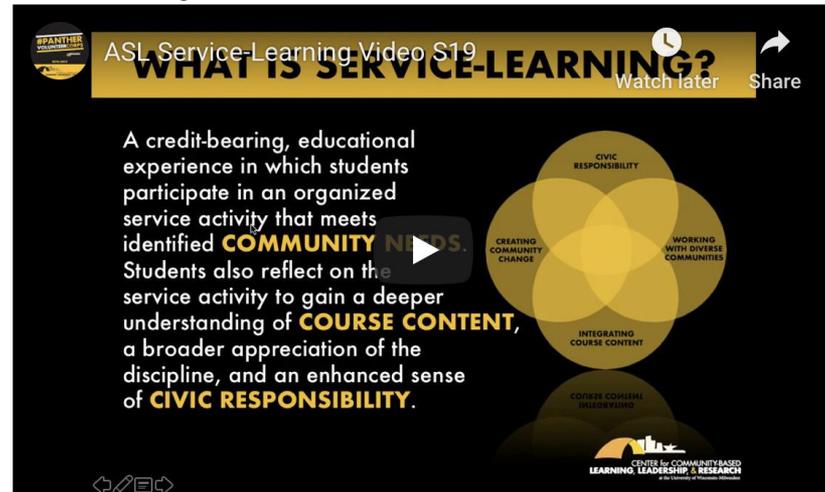
My Service-Learning Portal

Login, and become involved »

Resources for Currently Enrolled Service-Learners

Presentations

- Service-Learning Presentation:  [PPT](#) or  [PDF](#)
- Service-Learning Presentation Video



ASL Service-Learning Video S19

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CREATING COMMUNITY CHANGE

CIVIC RESPONSIBILITY

WORKING WITH DIVERSE COMMUNITIES

INTEGRATING COURSE CONTENT

COURSE CONTENT

CENTRE for COMMUNITY-BASED LEARNING, LEADERSHIP, & RESEARCH at the University of Windsor

General Resources

- Student Timesheet:  [Word](#) or  [PDF](#)
- Service-Learning Timeline:  [Word](#)
- Service-Learning Existing Placement Form:  [Existing Placement Form Spring 2019](#)
- Service-Learning Site Form for Multiple Service-Learning Classes:  [Word](#) or  [PDF](#)
- [Explore transportation options](#)

FORMS
+
RESOURCES

TROUBLESHOOTING + FAQs

- Registration / Communication Issues
- Dual Service-Learning Form
- Reciprocity
- Verifying Service Hours
- Distance Learners
- Transportation

TRANSPORTATION

DON'T HAVE TRANSPORTATION TO YOUR SERVICE-LEARNING SITE? NO PROBLEM!

- ✓ The bus is reliable and safe! Stop by our office and we'll help you figure out your bus route. Currently only 10 passengers are allowed on a bus and masks are required.
- ✓ The CCBLLR van will be available for limited transport.
- ✓ We highly encourage the use of personal cars or Bubl'r Bikes if that is an option at your site.

Still a little nervous? Stop by our office located on the ground floor of the Union!



SERVICE T-SHIRT



Wear this shirt when at your site to show the community that we are the most engaged college campus in the Milwaukee community!

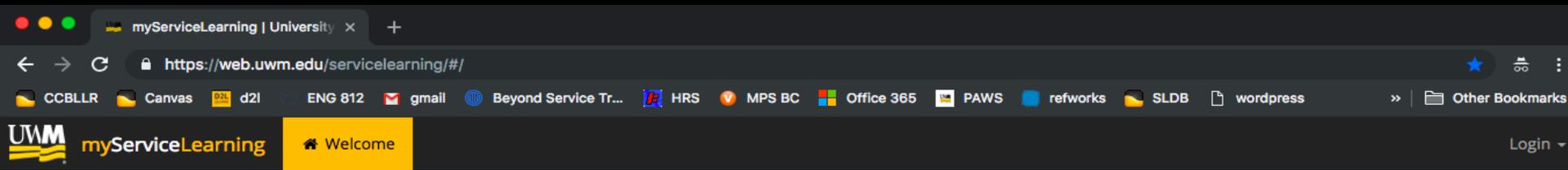
OPPORTUNITIES BEYOND THIS CLASS

The CCBLR can
Connect you with
community-based
internships, volunteer
work, and can help your
student organization with
one-time service events.
Just stop in.

- ASB**
- CBYM**
- CLIP**
- PRT**
- SAIR**
- SSR**

STEP 1: LOGIN TO THE DATABASE

Link to service-learning database:
<https://web.uwm.edu/servicelearning>



Welcome!

Students who take a course with a service-learning component will engage in community projects that are related to the course content, and then reflect on the experience in class discussion or through written work. UWM has many service-learning course offerings so that students in various disciplines and majors can learn through this powerful pedagogical practice.

[Sign into the myServiceLearning Portal →](#)

Version: 1.0.0

STEP 2: CHOOSE A PLACEMENT



myServiceLearning

🏠 Welcome

✎ Registration

👤 Sarah

Welcome Sarah!

We hope you're excited to help your community!

[Register for an Opportunity →](#)

Version: 1.0.0

STEP 2: CHOOSE A PLACEMENT



Register for a Service Learning Opportunity

Complete the information below to sign up for a service learning opportunity.

1 Available Courses

[REDACTED], Sarah (991 [REDACTED])

EXCEDUC 304 001

View/Close

Version: 1.0.0

STEP 2: CHOOSE A PLACEMENT

myServiceLearning | University × +
https://web.uwm.edu/servicelearning/#/registration
CCBLLR Canvas d2l ENG 812 gmail Beyond Service Tr... HRS MPS BC Office 365 PAWS refworks SLDB
UWM myServiceLearning Welcome Registration Sarah

EXCEDUC 304 001

View/Close

Please choose the UWM Service Learning Opportunity you would like to placed in. This class requires hours of Service Learning.

(*) Required

Water Tower View - Cardinal Capital - Adopt-A-Grandparent

<p>Students will be engaging in socializing, cleaning, gardening and other activities.</p>

Open Seats: 2

Schedule:

Days Time

Location:



Center for Deaf-Blind Persons - Employment Specialist Assistant

<p>Researching employment opportunities on line, assist with job applications, assist with resume/cover letter/thank yous, conduct mock interviews, and other job search related activities.</p> <p>Position could be from 9:00 - 12:00 if interested in working with two different clients with their search for employment.</p> <p> </p>

Open Seats: 1

Schedule:

Days Time

Location:



STEP 3: ADD CONTACT INFO & SUBMIT

myServiceLearning | University x +

https://web.uwm.edu/servicelearning/#/registration

CCBLLR Canvas d2l ENG 812 gmail Beyond Service Tr... HRS MPS BC Office 365 PAWS refworks SLDB Other Bookmarks

UWM myServiceLearning Welcome Registration Sarah

</p>
Open Seats: 1

Magic Morgan, Inc. - Public Relations

Open Seats: 2

Schedule: Location:

Days Time

Preferred Name: *(Optional)*
 I prefer to use a different name.

Mobile Phone:*
If we need to contact you immediately before or during the program

Preferred Email:*
Let us know the email address that you prefer to be contacted at.

Save

STEP 4: CHECK YOUR UWM EMAIL

Once you submit your registration, a confirmation email will be sent to you, the community partner, and the CCBLLR office.

Dear SERVICE LEARNER

Thank you for registering for your service learning placement for SUBJECT & COURSE NUMBER You have signed up for SERVICE LEARNING PLACEMENT. Here is the contact information for your site:

CONTACT INFO

Please be sure to send an email to your site supervisor that includes the following information:

- Your full name
- Your email and cell phone number
- The course you are enrolled in
- Your available times and days to complete your service
- The name of position you signed up for
- The number of hours you need to complete

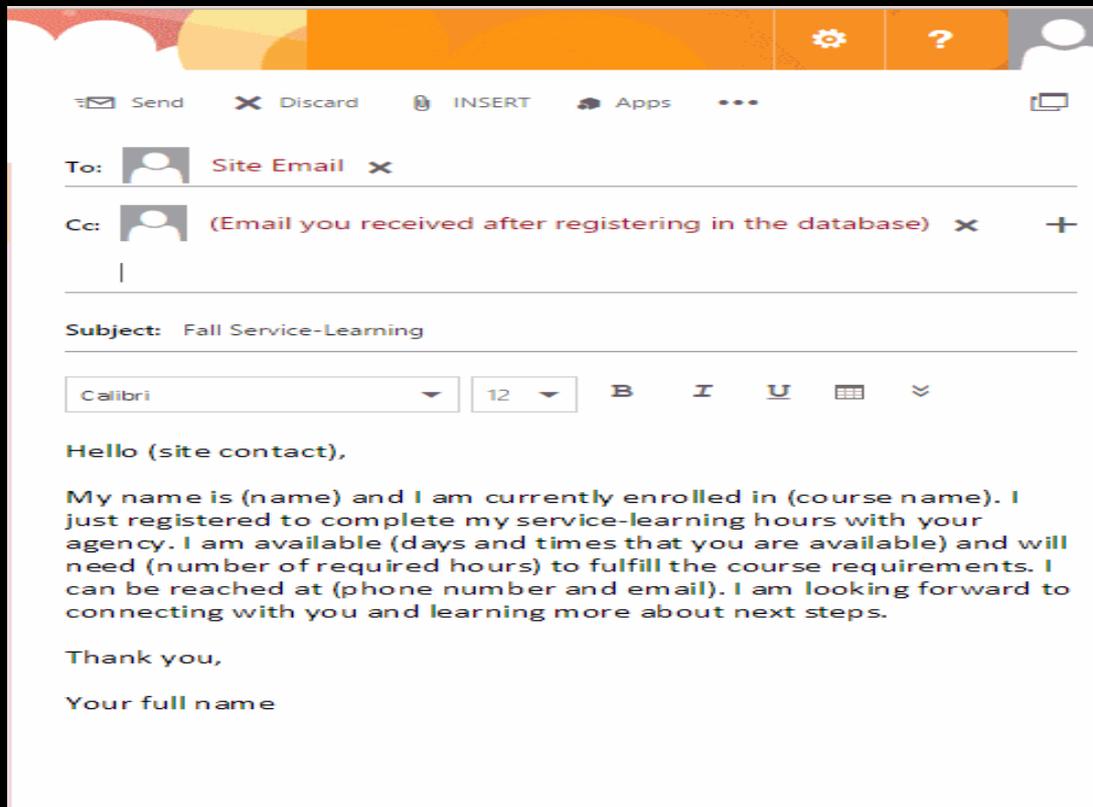
Please be sure to write this email within 24 hours of registering, and structure it in a clear and professional tone, as this is your first interaction with your site supervisor.

IMPORTANT!

This email contains contact information regarding your site contact, so save this email for future reference.

STEP 5: CONTACT YOUR AGENCY

It is your responsibility to email the site you registered at **within 24 hours** of registering to arrange your orientation and service schedule.



The screenshot shows an email composition interface with the following fields and content:

- To:** Site Email
- Cc:** (Email you received after registering in the database)
- Subject:** Fall Service-Learning
- Font:** Calibri, Size: 12
- Text:**

Hello (site contact),

My name is (name) and I am currently enrolled in (course name). I just registered to complete my service-learning hours with your agency. I am available (days and times that you are available) and will need (number of required hours) to fulfill the course requirements. I can be reached at (phone number and email). I am looking forward to connecting with you and learning more about next steps.

Thank you,

Your full name

PLEASE INCLUDE THE FOLLOWING INFO:

- Full name
- Service-learning class
- Availability
- Number of required hours
- Your contact information
- Position you signed up for

STEP 6: PAPERWORK + ORIENTATION

FILL OUT FORMS NEEDED BY AGENCY

- Application
- Background check
- *SOME* agencies require flu shot, TB test, etc.

FILL OUT FORMS NEEDED BY UWM

- Timesheets (done throughout the semester and turned into your instructor at the end, just like a paper)

ATTEND ANY REQUIRED ORIENTATIONS OR TRAININGS

GET IN TOUCH!

UNION G28

Walk-ins are welcome!

Our current office hours are
Monday-Thursday from 10:00am-3:30pm

(414) 229-3161

WWW.COMMUNITY.UWM.EDU

FIND US ON FACEBOOK

@Community.UWM or search "CCBLLR"