

Service-Learning FAQs for Students

Service Learning versus Community Service

Service learning is more academic driven, whereas volunteer service has its own merits but lacks a few components that service-learning contributes to the student's' educational experience. Volunteer service typically does not incorporate connections to course curriculum and service learning outcomes. The volunteer also does not always possess the academic meaning that service-learning does.

How many hours are students required to complete?

Students that entered the University before Fall 2015 is exempted.

Traditional students are required to complete 120 hours of service.

Transfer students are required to complete 60 hours.

College of Lifelong Learning has an obligation to complete 60.

Online Students

Students that are registered in an online course do not have to attend the on-campus, mandatory orientation. Students are still required to complete the registration packet and have it submitted by the deadline. Students are responsible for submitting their service-learning log in forms to the professor.

How many hours are students allowed to work?

The student is allowed to work only eight (8) hours per day.

If students work more than eight hours a day, the hours will be reduced by the Harden Center staff.

Is there a particular time students can volunteer?

Students may not volunteer during a scheduled class time.

What is the student requirement for Service-Learning traditional students (face-to-face)?

All students are required to attend or complete an orientation before starting the service experience. Service-Learning Orientations (for students) are scheduled at least two from when classes begin. Orientations are held in the Jacob L. Reddix Hall 2nd floor (General Purpose Room). All students are required to complete the following:

Service-Learning Registration Packet, which includes the Service-Learning Registration Form, Forgery Statement, Student Liability Release Form/Agreement, and a Professional Guideline Form, (for each semester a packet must be completed).

The Service-Learning Registration Packet must be completed online.

The deadline for completing this information will be listed on the website (online submission).

In order for the service hours to count towards your graduation requirement all steps have to complete (orientation, registration packet, and submission of log-inform). If all steps are not completed students will not receive credit. It is up to your professor to give you credit in the course.

What is the student requirement for Service-Learning online students?

Service-Learning Registration Packet, which includes the Service-Learning Registration Form, Forgery Statement, Student Liability Release Form/Agreement, and a Professional Guideline Form, (for each semester a packet must be completed).

The Service-Learning Registration Packet must be completed online.

The deadline for completing this information will be listed on the website (online submission).

Do I have to complete Service-Learning if I have already met the Graduation Service requirement?

Yes, even if students have completed the Graduation Service Requirement, if your professor requires Service-Learning hours for his/her course, you must complete the additional hours.

If I am enrolled in two (2) different courses at the same time that require Service-Learning hours, can I use the same worked hours twice?

No, each course requires a different set of hours.

Can I get paid while I am earning Service-Learning hours?

No

Can I observe at a site and receive credit?

No, observation hours will not be accepted as service hours.

Can a Service-Learning site be a for-profit or non-profit site?

Yes, Service-Learning hours can be acquired at a for-profit or non-profit site upon prior approval of the site.

Where can I find a list of approved sites?

For a list of currently approved agencies, go to, scroll down to Student Resources and click <http://www.jsu.edu/studentlife/files/2012/11/Spring-2017-Agency-Partner-List-pdf.pdf?x18595>

How to submit your Service-Learning Log-in form.

All forms should be submitted to your professor before the set deadline. Your professor will submit **all** forms to the Faculty Liaison in The Alice Varnado Harden Center for Service & Community Engaged Learning.

What will NOT be accepted on the Service Learning Form?

Pictures of forms, faxed forms, electronic signatures, and forms not signed by the student.

How do I check my Service-Learning hours?

- Step 1: Log into your P.A.W.S. account;
- Step 2: "Click" Student Records;
- Step 3: "Click" Academic Transcript;
- Step 4: "Click" Transcript Levels, scroll down to Community Service, press "Submit."

What are the steps to get a new site approved?

For sites not listed on our approved agency list, stop by The Alice Varnado Harden Center for Service and Community Engaged Learning located in Jacob L. Reddix Hall, Suite 110, or download a copy of the Site Agreement Packet. The Community Partner must complete These forms and approved by our office **before** the service experience begins.

The site/agency supervisor must provide our office with the following information:

- Completed JSU Site Agreement Form
- Completed JSU Request for Service Form
- Copy of 947 Form (IRS Award Letter); if agency is a **non-profit**

‘Letter of Need’ on official agency letterhead, which includes a brief description of your agency and the expected duties of the students; use only if the agency is a **for-profit** entity, school/department, etc.

Once our office has received the returned forms, a staff member from The Alice Varnado Harden Center for Service & Community Engaged Learning will notify the community agency and the student of approval or rejection. If the site meets all requirements for approval, The Alice Varnado Harden Center for Service & Community Engaged Learning for Service will add the community partner to the following semester’s approved Agency List.

****A completed Site Agreement Packet will include three documents:**

- (1) Site Agreement Form
- (2) Request for Service Form
- (3) 947 IRS Form or ‘Letter of Need.’

Please note that all forms must be mailed to our office or hand delivered, as we need original signatures. The site approval process takes between 3-5 business days. **NO INCOMPLETE PACKETS WILL BE ACCEPTED!**

To complete this form online click the link below:

<https://www.cognitofrms.com/CenterForService1/SiteAgreementPacket>

How to submit your Service-Learning Log-in form.

All forms should be submitted to your professor before the set deadline.

Your professor will submit **all** forms to the Faculty Liaison in The Alice Varnado Harden Center for Service & Community Engaged Learning.