CS 305: Learning Through Community Service
Alternative Assessment for Community Service

The Community Service requirement at the University of La Verne fosters the development of self-reflective, socially aware, and responsive community participants through reciprocal service and learning.

Learning Outcomes for Community Service
Students will be able to:

1. Reflect on service as a component of active citizenship, community engagement, and social responsibility
2. Demonstrate reciprocity and responsiveness in volunteer service* with a community organization
3. Describe and analyze the social issues relevant to the community organization

*Volunteer service is understood to be a minimum of 20 hours of unpaid, active participation assisting an off-campus community organization in the achievement of its goals, not simply observing the work of the organization.

Alternative Assessment
If you have already completed 20 hours of community service, you may be able to meet the requirement for Community Service through assessment of prior learning. To complete an alternative assessment, you must submit a Community Service Portfolio (instructions below) demonstrating achievement of the learning outcomes and satisfactory completion of at least 20 hours of unpaid community service. The 20 hours of community service be completed at one agency. Alternative Assessment assumes that you have already attained mastery of the outcomes (listed above). Please read the learning outcomes; if you think your community service experience has lent itself toward fulfilling these outcomes, you are a good candidate for completing the alternative assessment. If you would like help evaluating whether or not your prior experience is acceptable for the alternative assessment, please contact Jaye Houston, Interim Director of Community Service to schedule a pre-assessment evaluation (x5971, jhouston@laverne.edu).

If you would like to enter the Alternative Assessment process, you must complete the top portion of the “Petition for Community Service Assessment and Certification” form and pay an assessment fee of $50.00. The form can be obtained from the Student Accounts office or regional off-campus offices, and must be given or sent to Student Accounts. Likewise, the $50 assessment fee must be paid to Student Accounts, either in person, by mail, or online through your MyLaVerne account. Once your form and payment have been received by Student Accounts, you will have three weeks from the date of payment to submit your Community Service Portfolio (instructions below) to Jaye Houston, Interim Director of Community Service.

1 Exceptions will be made for active duty military personnel who are not given release time but who participate in community service while on duty.
2 Exceptions may be made for active military students on a case by case basis.
located in Miller Hall 115 (x5971, jhouston@laverne.edu). Once the portfolio is received, it will be reviewed within three weeks by faculty members. You will receive a letter stating whether or not you have passed the assessment. If you receive a passing grade, you will be certified as having met the Community Service requirement. You will also have the option of gaining one unit of course credit by paying the course challenge fee (one semester hour of tuition). To receive course credit, payment for course credit must be completed within one semester or term after completing the certification or no course credit will be given.

**Portfolio Requirements**

**Verification of Service**

1. A copy of the organization’s mission or vision statement.

2. Verification of 20 hours of community service. Please ask your supervisor to write a letter verifying the number of hours you served as well as detailing how you actively assisted the organization. The letter must be on the organization’s letterhead and include a signature. Please note: Volunteer service is understood to be a minimum of 20 hours of unpaid, active participation assisting an off-campus community organization in the achievement of its goals, not simply observing the work of the organization.

**Reflection on Experience of Serving a Community Organization**

3. An integration paper that shows your mastery of the learning outcomes for Community Service. There is no page minimum or maximum for the integration paper. The paper must include, (1) reflection on your experience of serving a community organization, and 2) must address the three learning outcomes for Community Service. Below, you will find questions to guide your reflection. Each question must be answered thoroughly and thoughtfully. Use the rubric as a guide to assist you in meeting the requirements. The questions and rubric provide guidance for the type of content that should be incorporated in your paper.

The following components/questions must be addressed:

- A description of the organization.
- Identify how you have **grown** personally and/or professionally through your experience.
  - What key experiences contributed to your growth? How? Why?
  - What was the most personally meaningful moment or activity that took place during your service activity?
- How did your understanding of volunteering **change** or expand as a result of serving at this organization?
- Identify how you plan to **apply** what you have learned.
- Will you continue to make service a part of your life? Why or why not?

**Outcome #1: Critically reflect on service as a component of active citizenship, community engagement, and social responsibility**

The following components/questions must be addressed:
• Describe active citizenship, community engagement, and social responsibility?
• How does your service work invite you to be engaged with social responsibility?
• What has community service taught you about citizenship, community engagement, and being a socially responsible citizen? Give one example of each.

Outcome #2: Analyze and articulate your experience with reciprocity and responsiveness at your volunteer site
The following components/questions must be addressed:
• What is reciprocity and how does this relate to volunteer service?
• What is responsiveness and how does this relate to volunteer service?
• Give two examples of how you were responsive at your service site.
• Give two examples of when you took part in a reciprocal relationship at your service site.
• What did you learn from the people or animals you were serving? How was your approach to service affected by this new understanding?

Outcome #3: Demonstrate knowledge about the social issues relevant to the community organization in which you served
The following components/questions must be addressed:
• What are two of the most important social issues facing the population you served?
• How is your community organization addressing both of these issues?
• What are the most pressing challenges and struggles relevant to your population?
• If you were attempting to address both of these issues, how would you go about it, given what you have learned working at your community organization?

Please submit your portfolio to Jaye Houston, Interim Director of Community Service:

Jaye Houston
University of La Verne
Miller Hall 115
1950 Third Street
La Verne, Ca  91750
909-593-3511, x5971
jhouston@laverne.edu
<table>
<thead>
<tr>
<th>CS 305</th>
<th>Beginning 1</th>
<th>Developing 2</th>
<th>Accomplished 3</th>
<th>Excellent 4</th>
<th>Score 1-4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Verification of Service</strong></td>
<td>Mission and or vision statement is missing. Verification of service is provided; some components missing.</td>
<td>Student provides a copy of the mission or vision statement. Verification of service is provided by supervisor; some components missing.</td>
<td>Student provides a copy of the mission or vision statement. Verification of service is provided by supervisor on letterhead, including supervisor’s signature. Details about service are missing.</td>
<td>Student provides a copy of the mission or vision statement. Verification of service is provided by supervisor on letterhead, including supervisor’s signature and details about service.</td>
<td></td>
</tr>
<tr>
<td><strong>Reflection on Experience</strong></td>
<td>Description of the organization is not provided. Includes 1 of the 3 necessary components.</td>
<td>The description is unclear. Includes 1 - 2 of the necessary components; growth, change and application.</td>
<td>Provides a clear statement of the organization. Includes 2 of the 3 necessary components; growth, change and application.</td>
<td>Provides a clear description of the organization. All 3 components; growth, change and application are clearly stated.</td>
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<tr>
<td><strong>Reflection on Outcome 1</strong></td>
<td>Reflection on service is unclear and does not include the necessary components.</td>
<td>Reflection on service includes a description of 2 of the 3 components. Examples for 2 components are evident.</td>
<td>Reflection on service includes a description of each component; active citizenship, community engagement &amp; social responsibility. Examples for 2 of the 3 components are evident.</td>
<td>Reflection on service includes a description of each component; active citizenship, community engagement &amp; social responsibility. Includes 1 example of each component.</td>
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<tr>
<td><strong>Reflection on Outcome 2</strong></td>
<td>Definitions and examples of the components are unclear. Analysis is given but lacks details.</td>
<td>Reflection defines 1 of the components. Gives 1 example of 1 of the components and includes an analysis of 1 of the 2 components.</td>
<td>Reflection defines reciprocity and responsiveness. Gives 2 examples of each and includes an analysis of 1.</td>
<td>Reflection defines reciprocity and responsiveness. Gives 2 detailed examples of each and includes an analysis of each.</td>
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<tr>
<td><strong>Reflection on Outcome 3</strong></td>
<td>Reflection is unclear and all components are not addressed.</td>
<td>Reflection demonstrates knowledge about social issues but examples are unclear.</td>
<td>Reflection demonstrates knowledge about 1 social issue relevant to the community organization served. Includes “how” to address issues. Challenges are addressed.</td>
<td>Reflection demonstrates knowledge about 2 social issues relevant to the community organization served. Includes “how” to address issues. Challenges and struggles addressing population are addressed.</td>
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<tr>
<td><strong>Language Use and format</strong></td>
<td>Meaning is frequently confused due to frequent problems in sentence structure, grammar, mechanics, word choice/idiom usage.</td>
<td>Meaning is occasionally confused in a minor way due to errors in sentences, grammar, mechanics, word choice/idiom usage.</td>
<td>Displays competence with most sentence structures; good word choice; very minor errors in grammar, mechanics, word choice/idiom usage.</td>
<td>Displays consistent facility with language; variety of sentence structures from simple to complex; sophisticated/precise/clever word choice, no errors.</td>
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*Students must achieved a score of 3 or better in each area to pass the alternative assessment*