



The Center for Service Learning

at Rockhurst University
Connecting Community with Classroom through Service

SERVICE TRANSCRIPT PROGRAM

MISSION OF THE CENTER FOR SERVICE LEARNING

Service is an integral part of the student experience at Rockhurst. Voluntary community service and service-learning is dedicated to enhancing the quality of life of all citizens; the benefits produced by this service extend beyond Rockhurst University. The extension of service to the outside community helps to foster an identity and consciousness of how personal decisions have economic and moral implications for ourselves and others. An emphasis on a sense of civic responsibility prepares students for an increasingly diverse world and encourages students to become actively engaged citizens of this world.

HOW TO BUILD A SERVICE TRANSCRIPT

1) Stop by the Center for Service Learning and pick up forms; 2) complete the forms for each community service or service-learning project in which you participate — remember to get the form signed by a supervisor, instructor or project leader; 3) hand in the forms to the Center for Service Learning, and 4) ask the Center for Service Learning for a service transcript.

COMMUNITY SERVICE

As defined by the 1998 Higher Education Act, Part C, Sec. 441(c)

Voluntary community service may be a one-time, short-term project or a lengthy, on-going commitment by a group or an individual. Service hours connected to group service projects must receive prior approval by the Center for Service Learning. Community service is not compensated monetarily (i.e. money, room, board, etc.). Community service may be conducted at Rockhurst, through a service project, but the benefits must extend beyond the Rockhurst Community. Examples of voluntary community service: tutoring students (through after school and/or community programs), working on a Habitat for Humanity house, Finucane Service Project, RU College Bound and other service opportunities at the Rockhurst Community Center, participating in a blood drive, fundraising walks (Relay for Life), fundraising to benefit another organization, serving dinner at St. James Soup Kitchen.

SERVICE-LEARNING

Service-learning is a combination of community service and academic study. Through the assignment of a project that addresses community needs, students learn from community members and develop leadership skills while practicing theoretical knowledge gained in class. Everyone benefits from service-learning:

- Community organizations have help meeting unmet needs
- Students connect academic concepts with hands-on experience
- Students gain the opportunity to see individuals and specific problems as a microcosm of larger social issues, and to examine their roles, values and contributions they can make now and in the future.

STUDENT ACTIVITIES NOT INCLUDED

Not all student activities are service activities. Here are some examples of student activities and honors that are NOT included on a service transcript: singing or reading at Mass, orientation leader, Student Ambassador, fundraisers for student organizations, playing on a sports team, participating in a club or organization, resident assistant, Sentinel staff, yearbook staff, acting in a play, singing in a chorus, service required by Disciplinary Committee, work study, most clinical projects, paid internships. A complete list of student activities that **will not** be included on a service transcript produced by the Center for Service Learning may be obtained upon request from the Center for Service Learning.

GET YOUR SERVICE COUNTED!

The service transcript helps you track your achievements in service. You'll be surprised, and hopefully proud of, the amount of service you complete during your education at Rockhurst. You may find the service transcript beneficial to support (or help you remember your service accomplishments):

- Scholarship applications
- Resumes
- Job applications
- Grad school applications
- Campus housing
- Demonstrating leadership

CENTER FOR SERVICE LEARNING

location

208-210 VAN ACKEREN

telephone

816.501.4545—DIRECTOR

816.501.4642 – AmeriCorps VISTA

website

<http://www.rockhurst.edu/service/s/service/index.asp>



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BE INVOLVED!

SERVICE EVENTS

Finucane Service Project
Return to Christmas
Polar Walk Week of Service
Global Youth Service Day

SEMESTER-LONG SERVICE PROJECTS

RU College Bound
Service-Learning course

INDIVIDUAL SERVICE PROJECTS

Center for Service Learning serves as a clearinghouse for community service opportunities. Visit the Center to get involved with community service.

STUDENT ORGANIZATIONS

Many student organizations promote service and offer group community service opportunities. Contact your service chair to learn more.

**THANK YOU FOR
MAKING A
DIFFERENCE
THROUGH SERVICE**

SERVICE TRANSCRIPT FORM

Please complete steps 1-5 and return the form to the Center for Service Learning.

1. Name: _____
(as it appears on university records)

Student ID number: _____

I am **already in** the Service Transcript database and my permanent address has not changed. If you have new information please let us know, #3 below.

Anticipated graduation date: '07 '08 '09 '10 '11 '12

2. Project name: _____

Community organization: _____

How did you help? _____

Semester (circle one): SPRING SUMMER FALL

Date project began: _____ / _____ / _____ Date ended: _____ / _____ / _____

I completed my service work as part of a SERVICE-LEARNING COURSE.
COURSE: _____ DEPARTMENT: _____
INSTRUCTOR: _____

I am part of a STUDENT ORGANIZATION that tracks service hours.
ORGANIZATION _____

I received a SCHOLARSHIP that requires service hours.
Name of SCHOLARSHIP: _____

3. I have NOT submitted a service form before OR I have a new ADDRESS.

Permanent address: _____

City: _____ State: _____ Zip: _____

4. Number of service hours completed: _____

Signature of student: _____ Date: _____

5. TO BE COMPLETED BY PROJECT SUPERVISOR

Number of service hours approved: _____

Signature of supervisor: _____ Date: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____ E-mail: _____