

Community Service Requirement Information for Graduate and Professional Studies Students

What is the process for completing the community service requirement?

Prior to the semester you planning to enroll in CMSV 100-02, meet with the Community Service staff to discuss your plans for completion and to review the Community Service Proposal process.

Community Service is located in the Hagen Center (723 N. Fountain, brick house next to Shouplin Center).

GPS students can fill out the proposal for approval of previous service or service not yet completed. Please submit the proposal to Community Service prior to the semester you are planning to be enrolled in CMSV 100-02. At the latest, the proposal needs to be turned in by the Friday of the third week of the semester that you are registered for CMSV 100-02.

If approved, we will register you for CMSV 100-02, and during that semester you will need to:

- **Present a letter of verification/service log** of service hours by the last day of classes (you have the option of doing this on Moodle).
- **Attend a reflection session**
- **Submit the final reflection essay** by the last day of classes (on Moodle)

*CMSV 100-02 carries 0 credit and no charge

Do all types of service receive credit?

The CMSV 100 experience should provide students the opportunity to:

- Interact with people from various cultures and life situations and address societal issues that challenge the community.
- Engage with a non-profit organization.

Service connected to a faith-based organization must meet the following criteria:

the experience's primary purpose must be first and foremost to provide a direct service that addresses a specific social issue that benefits the larger community; the experience must have clearly defined outcomes for the recipients of the service; and the experience must be open to all members of the community regardless of their race, gender, religion, nationality, ethnicity, sexual orientation, physical ability, or disability.

The CMSV 100 experience:

- Is separate from service required by internship or another course for credit.
- Is not compensated.
- Does not allow students to count hours spent sleeping or traveling towards the total hours needed to complete the requirement.
- Does not involve direct religious persuasion or political campaigning.
- Does not include participating in events such as fundraisers where the student does not interact directly with the non-profit organization.

Frequently Asked Questions about CMSV 100-02

Can you complete do my community service during a break period?

Yes, you can do your service hours during the summer or during a break. Just make sure you that you turn in a community service proposal for approval before starting your service. If you complete the hours during the summer, we will register you for CMSV 100-02 for the following fall semester.

Can I start my service prior to registering for CMSV 100-02?

Yes. As long as you have submitted a proposal to Community Service and it has been approved, you may start your service at any time. You will want us to register you for CMSV 100-02 the semester you plan to complete all of the requirements for the class, which are completing your service hours, submitting a verification of hours, attending a reflection session, and turning in a final reflection essay.

How do I select a site to do my service?

Come to Community Service and ask for our list of service opportunities. If you would like to do service at a site that is not on our list, then you will need to contact that site and arrange a service experience with them, and then have this experience approved. We can make recommendations on particular sites that will be related to your interests and goals. Remember you will need to submit a proposal to Community Service for approval prior to starting your service hours.

What if my schedule changes and I have to drop out of service?

If you are registered for CMSV 100-02, then you will need to follow the same drop dates as any other full-semester course so as to avoid getting a No Credit grade. If you are completing service hours that have been approved, make sure to be in communication with your service site about your plans for completion. Again, you want to register for CMSV 100-02 the semester you plan to complete all of the requirements for the class.

What is the mandatory Reflection session?

The reflection session gives you an opportunity to talk with other students about what you have learned from your service experience.

What grade will show on my transcript?

S = Successful completion (satisfactory)
NC = Completion of class requirements was not satisfactory (no credit)

Questions? Please contact **Community Service (937-327-7523)** or **Kristen Collier, Director of Community Service, at kcollier@wittenberg.edu**