Service Immersion Trip Guidelines, Checklist and Important Dates- Summer 2016

The Community Service program provides students with opportunities to serve, to connect with the greater Springfield community, and to reflect on the service experience to better understand themselves, community needs, and their responsibility in advancing the common good. We are intentional about preparing students for their service experiences, providing quality service placements, and having students reflect on what they are learning from their engagement in community service. Service Immersion trips that want to be considered as a Community Service 100 service opportunity take on the special responsibility of offering an experience that supports the mission of the Community Service program.

- The service immersion trip must be sponsored by a Wittenberg organization/department.
- The service experience must not count towards an academic requirement of a course.
- An advisor/faculty/staff member must accompany students on trip if there are more than 12 participants.
- A local engagement experience is required of all students wanting to use this trip for CMSV 100.

Fall Semester/Early Spring Semester

- Attend a meeting with Director of Community Service to review Service Immersion Trip Guidelines, Checklist and Important Dates and the Service Immersion Proposal.
- Explain process for using this experience for CMSV 100 with any student interested in going on this trip (particularly the need to complete a local engagement experience during the spring semester). Please provide this information to the student either on the application or on a handout.
- Include on the application for the trip whether or not students plan on using this experience for CMSV 100.
- If domestic trip, include with the application the waivers and forms provided by Community Service. There are particular waivers for students to sign, but it depends whether or not the trip has a faculty/staff trip leader. If international trip, all waivers and forms will be provided by Director of International Education and Study Abroad. PLEASE NOTE: Student leaders of trips that do not have a faculty/staff advisor will be required to attend a risk and liability training.

- Friday, January 29th, 2016 (or prior to announcing trip as a CMSV 100 option, whichever comes earlier)
  - Submit Service Immersion Trip Proposal to Director of Community Service.

- February/March 2016
  - Finalize local engagement experience with Director of Community Service.

- March 2016
  - Offer CMSV 100 Orientation for students (sign Placement Confirmations and solidify how students will complete the local engagement experience). At this time, we will register students for CMSV 100 for the Summer session.

- Friday, March 25th 2016
  - Submit to Community Service a complete list of participants of the Service Immersion Trip experience and indicate who plans on using this experience for CMSV 100 and if domestic, the necessary waivers and forms for each student. Please keep the Director of Community Service notified of any changes to the participant list.

- March/April 2016
  - Students complete local engagement experience
  - Student Leaders of trips without faculty/staff advisors attend a mandatory risk and management training.

- Friday, May 6th 2016
  - Verify that students have completed the local engagement experience to Director of Community Service.
  - Verify that students have enrolled in CMSV 100-01 for the summer semester.

Summer 2016- during the trip

- Reflect with students on what they are learning from the service experience.

- Tuesday, August 23rd 2016- CMSV 100 RAP Session
  - Reflection session
  - Submit Service Log and Site Evaluation, Community Service will make copies for each student.
  - Each student submits essay and self-evaluation.
  - Sign, date, and turn in completed Service Immersion Checklist (Please keep copy for your records).

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