

Virginia Union University
Samuel DeWitt Proctor School of Theology
Service Learning Request Form

This form must be completed by the student who engages in service learning of any type. Proper signatures from the student's advisor, context mentor, and the dean are required on the form for validation of the experience. *(Please type or write all information legibly and give completed form to Registrar.)*

I. Location of Service Learning:

II. Description of Service Learning:

III. Qualifications of Service Learning Mentor:

IV. Learning Objectives for the Experience:

A.

B.

C.

V. Criteria for Evaluation: *(What will be used to assess outcome of experience?)*

VI. The following are attached to this sheet: *(Where appropriate)*

A. A list of Established Assignments

B. Bibliography

VII. APPROVAL REQUIRED AS FOLLOWS:

Faculty Advisor: _____ Context Mentor: _____

Date: _____ Date: _____

Dean: _____ Date: _____

VII. Proposed Schedule or Duration and Student Information:

Beginning Date: _____ Ending Date: _____

Student's Name: _____ Classification: MDIV MACE DMIN

ID#: _____ Address _____

Address: _____

Telephone No.: _____ E-mail: _____

Work #: _____ Cellular #: _____

Guidelines for Service Learning

Service learning provides an opportunity for senior students to gain knowledge and skills while offering their gifts of mind and person to a church, agency, and/or activity committed to the holistic development of persons and communities. Service learning is contextual education where the content and method of the educational experience is determined through the interaction of the context, the student, and a context mentor. The institution shares in the offering of service by waiving the tuition for the course.

Students must submit a proposal for service learning that meets the approval of the context mentor, the faculty advisor, and the dean. Submission of service learning proposals is not confined to normal registration periods, but any such proposal must be submitted no later than **September 30** of your senior year.

Service learning requires a minimum of one hundred (100) hours in the context. A minimum of fifty (50) of these hours must be contact hours in the context. Up to fifty (50) of the hours can be used for research, planning, and preparing for the offering of the service.

Service learning proposals shall include the following:

1. Context of service learning
2. Description of service learning project
3. Identification and qualifications of context mentor (Resume may be required)
4. Learning objectives for the experience
5. Criteria for evaluation and established performance measures

During your course of study, credit for service learning can be earned one time only. Upon completion of the service learning experience, the submission of appropriate documents, and receipt of a letter from your context mentor indicating the successful execution of all performance measures, a note will be entered on your permanent record and five (5) quarter hours of credit will be awarded. This credit does not impact your grade-point average. All materials evidencing completion of the experience must be submitted to the dean.