

Service Learning Essay Guidelines

A two-page, typed and printed reflection paper must be submitted upon completion of required hours.

Please include the following information in your paper:

1. When and where did the service learning take place? With whom did you work?*
2. What did you do? Please describe what you did. Be sure to be specific and give examples.*
3. How did your experience benefit the community?*
4. What did you learn from the experience? What personal benefits do you feel like you have gained by performing this service?*
5. What did you like about the experience and why?
6. What didn't you like about the experience and why?
7. What recommendations would you give for improving the service learning program/experience?

Students are required to address prompts followed by a (*). Additional listed prompts are optional.

Typing requirements:

Times New Roman Font
12 point font
Double-spaced
1-inch margins
Proper MLA heading
Title
Must be 2 full pages

A complete rubric for the paper may be found on the following page.

Service Learning Essay Guidelines Cont'd

In order to receive credit for your community service essay, you must receive a score of 24 or higher (60%) on the following rubric:

	5	2.5	0	
Service Learning Basics	Student has fully addressed when and where the service learning took place, as well as the people with whom they worked.	The questions regarding when/where/with whom the service took place have been partially answered in the paper.	Student has not addressed when, where, or with whom the service learning took place.	
Responsibilities	Student has given detailed information about his or her responsibilities at the site. And in-depth explanation of what the student did at the site has been given.	Student has given some information about site responsibilities, but has not gone into adequate detail.	Student did not explain what he or she did at the site.	
Benefit to the Community	Student has addressed fully how his or her service learning has benefitted the community.	Student has given some information about the benefit to the community, but has not gone into adequate detail.	Student has not addressed how his or her service learning has benefitted the community.	
Personal Benefit	Student has discussed in detail what he or she has personally gained by performing this service to the community.	Student has given some information about what he or she has personally gained, but has not gone into adequate detail.	Student has not discussed what he or she gained by performing this service.	
Organization	Paper remains focused on the site experience. All paragraphs are supporting the main ideas. The paper flows in a logical direction.	Paper often strays from the focus of the paper. The paper does not always flow in a logical direction.	Lack of organization. Ideas are scattered and difficult to follow.	
Style/Readability	Voice is formal. Interesting sentence structure and length has been used. Paper is interesting to read.	Voice may be informal at times. Sentence structure may be boring or repetitive.	Voice is informal. Paper is difficult to read and lacks sentence structure and variety.	
Writing Conventions	Strong spelling, grammar, punctuation, and capitalization.	Some spelling, grammar, punctuation, and capitalization errors.	Numerous errors in these categories.	
Formatting	Paper is written in MLA format. This includes 12-point, Times New Roman font, double-spacing, proper heading, and a title. Paper is two full pages long.	Some aspects of MLA formatting are incorrect. Paper is not two full pages.	Formatting is largely incorrect. Paper is less than a page in length.	

Service Learning Time Sheet

Name: _____

Graduation year: _____

Service Learning Site: _____

Date	Hours	Activity	Site Supervisor

Hours completed _____ Supervisor's Signature _____