

Academic Year 2009-2010 SERVICE SCHOLARSHIP POLICIES AND FAQ's

At the beginning of each academic year, this pamphlet will be distributed to each service scholar with a folder containing the following materials:

- 1 program guidelines/policies sheet
- 2 learning agreements
- 2 "other hours" forms
- 3 outside service activity record (reflections)
- 9 monthly hour sheets

All documents can be retrieved from our website at:
<http://home.sjfc.edu/communityservice/serviceforms/html>

DUE DATES for 2009-2010

| | |
|-----------------------|--|
| Sept. 30, 2009 | All Summer Hours Due**. (Freshmen—up to 52 hours) (Soph-Srs.—up to 80 hours) |
| Oct. 31, 2009 | Completed, signed agreement Signed checklist due Senior Credit Applications & 30-hr. Waiver due |
| Dec. 31, 2009 | 50% OF HOURS DUE 100 srs-sophs; 85 sr. waiver 65 freshmen |
| April 30, 2010 | Total Yearly Hours Due if using May, 2010 toward next year |
| May 3, 2010 | 100% Senior Hours Due |
| May 31, 2010 | 100% hours due for 2009-10 |

Scholarship status evaluation will be done at the end of each semester. "On campus" scholars receive 1/3 the cost of tuition, room, and board. "Off campus" scholars receive 1/3 the cost of tuition only.

**** (Summer hours thru Aug. 2009, site or outside, are recorded as block hrs.)**

Our service year runs from June 1 to May 31. The required hours for each class are:

| | |
|---------------------------|---|
| Freshmen | 130 total hours 65 hours per semester |
| Sophomores-Seniors | 200 total hours 100 hours per semester |

Your failure to meet the required hours and due dates will place you on probation. A second offense will terminate your scholarship and money award.

HOW ARE SITE HOURS OBTAINED?

Freshmen are required to volunteer 78 site hours and sophomore-seniors must volunteer 120 site hours per year. Monthly hour sheets are provided to all scholars at the beginning of the fall semester. Hours sheets should be sent or **faxed at the end of each month by your site supervisors.** Scholars should take **responsibility to sign-in and out the exact time you volunteer, (for instance 1:15-4:30 or 10:45-1:05), sign their hours' sheets, and remind your supervisor** to submit your monthly hours' sheets promptly. **An accurate and honest hours record** is essential in order to maintain the student's good standing as well as integrity in the service program. Dishonesty in reporting your hours will result in your removal from the program.

WHAT IS A SECOND SITE?

The agreement calls for a "primary site" designation (the place where you do 60% of your yearly required hours). In a given year, a student may choose **two** sites to fulfill this role. **Significant hours** must be performed over time at both sites. *With the approval of the Service Learning committee, exceptions may be made regarding a student's site based on the particular circumstances.*

WHAT ARE THE LEARNING AGREEMENT AND THE HOURS AGREEMENT?

The **Learning Agreement** is a document you write with your **supervisor at your Rochester site.** It outlines your goals and is an important way of ensuring that you are utilized at the site in a way that matches your own vision. An agreement is not needed for a repeat site.

The site agreement is due Oct. 31, & site hours will not count after that date without an agreement submitted. A missing site agreement could result in probation. The **Program Guidelines/Policies sheet** is a simple form that ensures you are aware of the number of volunteer hours required each year by the service learning scholarship. Both documents are important for student responsibility and accountability.

WHAT ARE "OTHER" AND BLOCK HOURS?

The scholarship program depends on one or two primary Rochester sites, at which a student does most of his/her volunteer hours. In order to experience different sites, "other hours" are allowed at a variety of Rochester sites. "Other hours" are counted as site hours up to 10 for freshmen and 20 for upperclassmen. Students can also volunteer for 40% of the required yearly hours at other more temporary sites, such as a one-time event like the Teddi Dance or the Relay for Life Race. These are called "block hours" or "outside hours", and you can add them to your total hours by completing the Outside Service Activity Record and submitting it to the program coordinator. **A verifying letter from your contact person is required for outside hours.** Outside hours do not always count hour-for-hour, nor is travel time given. Questions about outside hours options should be directed to the program coordinator.

MILEAGE REIMBURSEMENT WORKS HOW?

Mileage is determined by using the mapquest internet site; mileage is paid for your own car based on the number of miles given by that program **up to 3 travel times per week** as indicated on your timesheet. Twenty (20) miles is the maximum round-trip. **Mileage will not be paid for any hours in excess of 110% of the student's required hours for the year.**

DOES TRAVEL COUNT AS VOLUNTEER TIME?

The map quest program that determines mileage is also used to estimate a reasonable length of travel time (2 minutes per mile) **and that time is counted toward volunteer time and calculated by the program coordinator.**

Transportation time cannot exceed 40-min. round-trip with maximum credit given up 3 times a week. In extreme cases, an appeal can be made to the coordinator and/or the Service Learning Committee when excess time is spent traveling.

WHAT IF I HAVE NO CAR?

Students without personal transportation use Apple Transportation carrier to get to and from sites. Scholars need to request transportation 24 hours in advance to ensure punctual pick-up and drop off times. Transportation on the weekends must be requested by Friday. **When calling, never leave a message on voicemail.** Scholars may use the transportation carrier for personal reason, but they will be responsible for payment and need to reserve with a credit card. See the program coordinator for specific information.

HOW DOES SITE HOURS CREDIT/EXEMPTION WORK WITH NURSING CLINICALS? STUDENT TEACHING? STUDY ABROAD? INTERNSHIPS?

In the semester in which a student is enrolled in an off-campus nursing clinical, student teaching, study abroad, or an internship at a non-profit, the student may submit an application for a **one-time** credit/exemption of 50% of their required site hours (60 hours). An application is available from the program coordinator and on line. This privilege may only be used for **one semester** of a scholar's entire college career. Scholars previously placed on probation are not eligible for the privilege. **Internships and urban field work placements** do not **automatically** count for volunteer hours. Check with the program coordinator if you have a question.

MILEAGE/TRAVEL TIME IS NOT GIVEN with nursing clinicals, student teaching, internships, or urban field work placements.

WHAT IS THE SENIOR WAIVER?

If a senior has not been on probation, has not received credit for hours during student teaching, clinicals, internships or study abroad, but has received a passing grade in all Service Seminars, he/she may apply for a 30-hour waiver (85 hrs. required per semester) from the

service hours in his/her senior year (in recognition of time needed for a job search or graduate school applications). **An application is available from the coordinator and should be submitted by October 31 of your senior year.** The 60% (102 site hours) 40% (68 outside hours) rule applies with waiver.

HOW DO THE SERVICE SEMINARS FIT?

The service seminars after first semester of freshman year **are required along with a 2.0 average for all the seminars.** Additionally, the program requires seniors to attend their spring semester capstone seminar.

IS THERE A LEAVE OF ABSENCE/SCHOLARSHIP CHANGE POLICY?

Students who encounter unforeseen problems may request up to a one-year leave of absence from the program beginning at the time of withdrawal. Scholars must be in good standing (all program requirements completed) and prepare a written explanation of their situation. The Service Scholar Committee will review the case and make a decision. Reinstatement into the program requires committee approval before volunteer activities can begin. A scholar choosing **part-time status for a semester must follow the leave of absence policy.** **Scholars who withdraw from the program in good standing can be reinstated within one year of their withdrawal with committee approval.**

Scholars who elect to change to another college scholarship program during their service scholarship tenure must satisfy existing program obligations prior to the change. **The change must take place before their third year in the program.**

WHAT ACTIVITIES DON'T COUNT?

The **Service Learning** program was meant for volunteer opportunities in the **non-profit sector.** Volunteering at **for-profit organizations** would **NOT** count. A **student's parent, guardian, or relative** cannot **verify** outside community service events. **On-campus clubs or extra-curricular** activities that do not have any explicit benefit to an off-campus group do not count (unless specifically

tied to the Service Learning program). For example, dancing or volunteering at the Teddi Dance counts, but working the Fisher concession stand or participating in activities or meetings associated with membership in a club or group does not. Open houses/scholar recruitment count for hours since they directly impact the service scholars program promotion efforts.

WHAT IS PROBATION?

First offense probation is a "warning" that is extended to all scholars for one chance to be late with hours, documents, etc. You must meet all deadlines and missing requirements in the next semester or summer in order to be removed from probation. Second offenses may result in scholarship forfeiture. **EXPLANATION:** Once on probation, a scholar is placed on a probation list. Scholars who fail for a second time to complete their required semester hours by the due dates (Dec. 31 and May 31) will forfeit future scholarship money and will be withdrawn from the program. **Seniors must complete all required hours by the due dates.** Their violation of this policy will hold the senior financially liable to the college. As stated in the student handbook, a student must fulfill all financial obligations to the college in order to be eligible to receive their degree.

WHAT IS THE APPEAL PROCESS?

Appeals regarding service scholar policies must be directed in writing to the Service Scholars Executive Committee (Dr. Berman, Dr. Pate, Dr. Vanderbilt, Mrs. Vaughan and a student rep. from each of the classes). In the case when a scholar thinks he/she has been treated unfairly, a separate appeal committee (made up of an Admissions Department member, one service scholar chosen by the student, & a Financial Aid Office member) will hear the appeal.

This pamphlet was prepared by the Service Scholarship Executive Committee. Please be aware that this document represents an evolving program and, as such, policies are subject to change.
