

## Community Service / Civic Engagement STUDENT POLICIES & GUIDELINES



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### DELAWARE VALLEY UNIVERSITY'S EXPERIENCE360 PROGRAM (E360)

#### Community Service and Civic Engagement

The Community Service and Civic Engagement activities serve as an option for satisfactory completion of the Experience360 graduation component. Community Service allows a student to enact change with a community partner of their choice. Civic Engagement fosters student's interest in areas of public concern at local, state, and national levels. The Community Service and Civic Engagement activities include a textbook and workbook that will be completed during the course of the student's Community Service and Civic Engagement activity.

Students participating in Community Service and Civic Engagement activities must be aware of and respect all policies as outlined in the Delaware Valley University Student Handbook, as well as understand and observe the policies of their respective activity sites. Violations of any policies held by the University and/or the student's activity site will result in sanctions being imposed as indicated in the Student Code of Conduct.

In addition, students participating in Community Service and Civic Engagement activities must observe the following policies:

#### Prerequisites

- ☐ Must have successfully completed the Introduction to Experiential Learning *or* DelVal Experience II course.
- ☐ Minimum of 27 credits (15 completed at Delaware Valley University)
- ☐ Willing to participate in a work/learning experience

#### Registration

Approval for Community Service and Civic Engagement activities must be secured and the ExL Activity Application must be completed **BEFORE** the Community Service or Civic Engagement activity commences. **NO RECOGNITION WILL BE AWARDED FOR AN ACTIVITY RETROACTIVELY.** Please see *Community Service and Civic Engagement Activities Registration Process* for more information.

#### Tuition Fee

There is no additional fee for completing a Community Service or Civic Engagement Activity.

#### Activity Experience

As stated above, to ensure that the student receives proper recognition for the Community Service and Civic Engagement activity, minimum standards must be met. A student must complete an average of 3-4 hours per week for 12-weeks. If minimum standards are not met, the student may be denied recognition for the Community Service and Civic Engagement. All students who do not meet these standards by the end of the semester are required to meet with the Director of Student Involvement. The activity must involve students working in a professional setting with supervision and monitoring from practicing professionals. Student responsibilities and roles should align with those described on the *ExL Activity Application Form*, as completed by the student during the registration process. Should

these outlined responsibilities or roles change at any point during the activity, the student is expected to contact the Student Involvement Office IMMEDIATELY.

### **Professionalism & Professional Expectations**

While participating in the Community Service and Civic Engagement at the site, students are subject to the organization's rules and regulations. Organizations are responsible for advising students of the policies governing the working conditions, hours, holidays and any other matter concerning participation. Students are expected to conform explicitly to these rules and regulations, and are subject to the same disciplinary codes organizations apply to regular participants. In addition, students may be subject to action by the University for serious violations.

Satisfactory performance during Community Service and Civic Engagement will include:

- ☐ Attendance and punctuality during agreed upon hours
- ☐ Acceptable performance of the technical/skills based aspects of the position
  - Conforming to an organization's dress codes
  - Adhering to an organization's personnel policies

### **Absence Policy**

Delaware Valley University has assured its Community Service and Civic Engagement partners that students are responsible and their work attendance will be regular and punctual. Students must notify their organization promptly in case of illness or other emergencies requiring them to be absent. It is also at the organization's discretion to allow the student to take time off. Community Service and Civic Engagement students are expected to adhere to the holiday schedules of their Community Service and Civic Engagement organization, rather than University's holiday schedule (should they be different) while they are participating.

In the event that an extended absence does not allow the student to complete the minimum hour requirements of the activity, the student must meet with the Director of Student Involvement for evaluation of the individual situation.

### **Withdraw/Resignation/Termination**

Students wishing to withdraw from the Community Service or Civic Engagement activity must do so prior to the University's course withdraw deadline. Students who do not complete the Community Service and Civic Engagement activities requirements will be given an Incomplete (I) for the activity. Students who resign from their positions prior to the end of the activity term or are for any reason terminated from their position must IMMEDIATELY inform the Student Involvement Office. The Office will determine, through discussion with the student and organization, whether recognition can be granted for the Community Service and Civic Engagement Activity.

If students are experiencing issues at their site, they should immediately communicate the issues to the Student Involvement Office. The Student Involvement staff will work to assist the student in navigating the situation.

### **Activity Participation**

Students are expected to follow activity outlines and to submit assignments in a timely and thorough manner. All activity content and assignments will be coordinated through Blackboard.

## Student's Activity Requirements

- ② Activity Application Form
  - Must provide Learning Objectives agreed upon by student and Site Supervisor
    - ② Number of learning objectives corresponds with the 40 hours required for a Community Service or Civic Engagement activity
      - 40 hours = two (2) Learning Objectives
  - Must be verified by site supervisor
- ② Activity Outline:
  - Pre-assessment
    - ② Student will develop learning outcomes based on pre-assessment. Students will assess growth and development during their leadership development module.
  - Leadership for a Better World
    - ② Student will complete Part 1 of Leadership for a Better World during this stage. This provides a basic overview of the model and allows the student to make connections between their reading and the SRLS

### During Experience:

- Leadership for a Better World
  - ② Student will complete Parts 2, 3, and 4 of the book during this stage. This will also include reflection papers that are based off of the prompts provided at the end of each chapter throughout the text.
- Mid-assessment
  - ② Student will reflect on their progress in regards to learning objective and pre-assessment data.
- Supervisor critique
  - ② The supervisor will be to offer support to the student as the student works through the Leadership Development activity.

### After Experience:

- Leadership for a Better World
  - ② Student will complete Part 5 of the book during this process.
- Post assessment
  - ② The student will reflect on learning and growth based on learning objectives and assessment data. Student will identify areas of growth and if learning objectives were met.
- Final report
  - ② Culmination of the activity requiring the student to reflect on the activity. Student should also address their role as a change agent during the activity.

**The Student Involvement Office**  
**The Student Center, Delaware Valley University**  
**Tel: 215-489-4665 / email: [involvement@delval.edu](mailto:involvement@delval.edu) / [www.delval.edu](http://www.delval.edu)**