Hart Hall Global Living & Learning Center IST 190/390 Community Service Criteria, Requirements, and Guidelines

Community service is defined as a voluntary, unpaid service that is identified as designed to improve the quality of life for community (building, campus, community, or abroad) residents or to solve particular problems related to their needs. Students must provide 10 hours of services that are designed to improve the quality of life for community residents or to solve particular problems related to their needs. The IST program will use its discretion to determine what jobs provide service to the community within these guidelines. **All community service projects must be from the pre-approved list on Blackboard or approved prior to the date of the project by the FRD or IST Coordinator to be valid. In order for community service hours to be accepted, they must be accompanied by a community service reflection paper!**

Community Service Criteria: What qualifies as Community Service? Community Service projects must be:

• Services that are voluntary- you do not get paid

• Services that you are not already getting credit for in another course, program, student organization, or other requirements.

• Services that you do not directly benefit from- they must be services to others. Promoting or fundraising for your own club/organization is serving yourself. Working through an organization in service projects to the community is acceptable.

• Similarly, to receive credit these services cannot be provided exclusively to you by your friends or family.

• You cannot sign hours for yourself with no verification or supervisor. To be counted for IST credit for a given semester, these hours must be completed within the given semester and within the IST deadlines (at least 5 hours before the first deadline, and 10 before the second deadline).

Hart GLLC IST Policy on Hosting Prospective Students

• In keeping with the community service policy of other program buildings, Hart GLLC allows for 5 hours of community service for hosting a student overnight for the Admissions Office.

• There is no limit on how many students a resident may host, but each overnight guest and tour is given a maximum of 5 community service hours.

Requirements and Procedures: You must complete 10 hours of community service to fulfill the Hart Hall IST requirements.

• The 10 hours are due by the FINAL deadline.

• All of your hours must be logged using the Community Service Log found on Blackboard. These logs should be <u>filled in completely</u> and have the signature and contact information of your

project supervisor.

• Completed Community Service Logs and reflection papers must be submitted to the Blackboard dropbox prior to the deadline, via taking a clear photo or scanning a photo of the log. Your grading GRM will review your Community Service Log.

• Community Service hours must be completed within the semester you are being graded for, ie: Opening Weekend in August through the Fall Deadline, and Opening Weekend in January through the Spring Deadline. No service hours can be completed prior to the beginning of the course unless pre-approved by the FRD or IST Coordinator.

• ALL hours must be approved by the FRD/IST Coordinator prior to completing your community service. Unapproved hours may <u>not</u> be accepted upon submitting your Community Service Log. When in doubt, check with your FRD/IST Coordinator prior to participating in an activity.

• Failure to submit community service hours and the community service reflection paper by the final deadline will result in failure of the IST Course as well as relocation from Hart Hall. You will not be able to return to Hart for a semester.

• Because your community service requirements are part of the IST 190/390 academic course, you are expected to adhere to all college policies regarding academic integrity. Failure to adhere to these standards (eg, cheating, falsifying records) may result in judicial action.

If you are concerned that you cannot find Community Service to complete prior to the end of the course, please reach out to the IST Coordinator as soon as possible for help in finding an opportunity for you!