Community Service and Civic Engagement
The Community Service and Civic Engagement activities serve as an option for satisfactory completion of the experiential learning 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 College Student Handbook, as well as understand and observe the policies of their respective activity sites. Violations of any policies held by the College 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 course.
- Minimum of 27 credits (15 completed at Delaware Valley College)
- 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. Student will meet with Director of Student Involvement to discuss the Community Service and Civic Engagement activities.

Meeting will cover:
- Outline of the Community Service and Civic Engagement Activity Requirements
- Role of Student Involvement Office
- Organization that student is partnering with for the activity

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 College 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 College 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 College’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 College’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.

**Activity Participation**

Students are expected to follow activity outlines and to submit assignments in a timely and thorough manner.

**Student’s Activity Requirements**
- Activity Application Form
• Must provide Learning Objectives agreed upon by student and Site Supervisor
  ▪ Number of learning objectives corresponds with the 40 hours required for a Community Service or Civic Engagement activity
    • 40 hours = two (2) Learning Objectives
  o Must be verified by site supervisor via signature on form

• Before Experience:
  o Pre-assessment – Socially Responsible Leadership Scale or suitable substitute
    ▪ Student will develop learning outcomes based on pre-assessment. Students will assess growth and development during their leadership development module.
  o Leadership for a Better World
    ▪ 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 assessment.

• During Experience:
  o Leadership for a Better World
    ▪ 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.
  o Mid-assessment
    ▪ Student will reflect on their progress in regards to learning objective and pre-assessment data.
  o Site Supervisor Evaluation
    ▪ The supervisor will be to offer support to the student as the student works through the Community Service and Civic Engagement activity.

• After Experience:
  o Leadership for a Better World
    ▪ Student will complete Part 5 of the book during this process.
  o Post assessment – Socially Responsible Leadership Scale or suitable substitute
    ▪ 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.
  o Final report
    ▪ 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 College
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