

# Service Learning Student Packet

## Forms:

- Service Learning Application
- Release of Liability and Photo Release
- Hourly Report
- Agency Evaluation of Student
- Reflection Outline

## Process for Service Learning

Your planned service should help further your learning in your course:

- ☐ Visit with instructor about service learning.
- ☐ Identify/capture how the service will help meet the course objectives/outcomes.

By May 1 (Spring) / December 1 (Fall), submit:

- ☐ Completed Service Learning Application.
- ☐ Signed Release of Liability
- ☐ Completed Service Learning Hourly Report
- ☐ Agency Evaluation of Student
- ☐ Reflection paper or other faculty-approved end-of-project assignment.

## Reflection Guide

Reflection is the final requirement for completing service learning. While the service aspect is important, reflecting on the experience and how it impacted your learning is truly where you will make meaningful connections between service and its impact on your learning.

Your instructor should provide guidance for the reflection assignment. If no specific instructions are given, please use these prompts to guide your reflection paper/presentation:

- Put your name on your paper
- Service site and what community need you were trying to help meet.
- How did the service help you meet that need?
- What did you learn that will help you in the classroom? Cite course objectives/outcomes.
- What were the best parts of your experiences?
- What were the challenges and how were they overcome?
- What did you learn about the value of service?
- Did the experience change your perception community service?





# SERVICE LEARNING Application

## Step 1:

**Student Information** - Please fill out Student Information before printing.

Date received in our office

Student Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Mailing Address \_\_\_\_\_  
City State Zip

Phone Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_

## Step 2:

**Service Learning Placement Confirmation Agreement** - Please print legibly.

Contact Person/Supervisor \_\_\_\_\_

Agency Name \_\_\_\_\_

Mailing Address \_\_\_\_\_  
City State Zip

Phone \_\_\_\_\_ FAX \_\_\_\_\_ E-mail \_\_\_\_\_

The agency agrees to provide the student with on-site supervision and agrees to and will uphold the terms of this placement.

**Approved by:**

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Step 3:

**To be completed by the college professor:**

Course Title \_\_\_\_\_ Course Number \_\_\_\_\_

Section Number \_\_\_\_\_ Semester \_\_\_\_\_ Division \_\_\_\_\_

**Approved by:**

Instructor's Name \_\_\_\_\_ Signature \_\_\_\_\_

## Step 4:

**Student:** Return completed form to Professor for approval before you start your service learning.

**RETURN APPROVED FORM TO:**

[okc.servicelearning@okstate.edu](mailto:okc.servicelearning@okstate.edu)

## OSU-Oklahoma City Release of Liability

I, \_\_\_\_\_, am voluntarily entering into this release as part of my application for the Service Learning Program for \_\_\_\_\_ term and I agree to the terms set forth below.  
Semester Year

I understand that the purpose and effect of this Release of Liability is to release and insulate OSU-Oklahoma City, its agents, employees, representatives, and assigns from and against any claims, suits, or causes of action for injuries, death, damage, loss or expense incurred by or caused by me during my participation in the Service Learning Program, caused or resulting from my negligence, or the negligence of any other person, group, or entity, whether intentional or unintentional.

I agree to accept full responsibility for, and I do hereby intentionally release the College, its agents, employees, representatives, and assigns from and against any claims, suits or causes of action for injury, death, damage, loss or expense incurred by me at any time resulting from or related to the Service Learning Program, as a result of any act or omission to act by OSU-Oklahoma City, its agents, employees, representatives, and assigns which directly or indirectly caused or contributed to injuries, death(s), losses and expenses, even though said act or omission to act constituted negligence or other culpable conduct of or attributable to, the College in any respect, including, without limitation, lack of improper supervision, or breach of any statutory or regulatory duty or obligation. I hereby agree that this Release of Liability shall be binding upon my heirs, executors, administrators and assignees at law, and shall be governed and interpreted in accordance with the laws of the State of Oklahoma.

It is understood that the College reserves the right to cancel, modify or terminate the Service Learning Program if, in its sole judgment, conditions so dictate.

I have read the foregoing Release of Liability and fully understand the contents thereof.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Full Name of Student

\_\_\_\_\_  
Witnessed by

\_\_\_\_\_  
Signature of Student

Address of Witness \_\_\_\_\_

## Indemnification by Parent if Student is a Minor

I understand that in the event my child or any other party contemplated by this Release of Liability initiates or attempts to initiate a claim or cause of action of any kind whatsoever, that I will indemnify and hold harmless OSU-Oklahoma City, its agents, employees, representatives, and assigns from any liability resulting there from, including damages, costs, and related fees.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Full Name of Parent/Guardian

\_\_\_\_\_  
Witnessed by

\_\_\_\_\_  
Signature of Parent/Guardian

Address of Witness \_\_\_\_\_



# OKLAHOMA CITY

## VIDEO / RECORDED VOICE / PHOTOGRAPHY RELEASE

I hereby give and grant to the Oklahoma State University -Oklahoma City the video/recorded voice/photographs, in which I appear, including the right to edit or use a portion of such video/recorded voice/photographs that positively promotes the image and benefits of education through educational, trade materials and/or the Oklahoma State University web site.

I hereby waive any right, to inspect or approve the finished video/ recorded voice/photographs, or any finished materials, copy or other matter, which may be used in conjunction with, or the manner in which any of the same are used, reproduced, published, or displayed.

I further release the Oklahoma State University from any liability whatever that may occur or be produced in the taking, reproducing, publishing, showing, or displaying of said video/recorded voice photographs, and agree that the Oklahoma State University -Oklahoma City shall be the owner of the photographs and all rights to them, may copyright the video/recorded voice/photographs in its own name, and may grant to others permission to use them.

I further understand that I am not to receive payment for said video/recorded voice/photographs and that these video/recorded voice/photographs will not discredit or distort my person in any way.

NAME	
ADDRESS	CITY/STATE
PHONE	CELL PHONE
EMAIL ADDRESS	
SIGNATURE	DATE
PROJECT NAME/ PLACE	
If the above named person is a minor, the parent or guardian shall consent to the above authorization and release by signing below	
SIGNATURE	DATE
STUDENT NAME	

Service Learning  
okc.servicelearning@okstate.edu



Agency/Organization

[illegible]

Please return this form with Agency Evaluation to okc.servicelearning@okstate.edu



# SERVICE LEARNING

## Agency Evaluation of Student

To be completed by the Agency/Organization/Individual who supervised the student:

Student's Name: \_\_\_\_\_

Professor's Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

On a scale of 0-5 (5 representing the highest approval rating) please rate the service-learning student in the areas listed below by placing an "X" in the appropriate box.

Performance Evaluation	0	1	2	3	4	5	N/A
Attendance/Punctuality							
Attitude							
Quality of Work/Productivity							
Creativity/Initiative							
Social Skills							
Overall Performance							

Additional Comments:

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Date \_\_\_\_\_ Signature \_\_\_\_\_

**RETURN FORM TO:**

okc.servicelearning@okstate.edu



## Service Learning Reflection Outline

Reflection is the final requirement for completing service learning.

Writing about your experiences for your instructor and/or the service learning office, creates meaning from service. The reflection you produce is how your instructor will be able to see what learning has occurred during your service.

If your instructor has given you a specific reflection guide to use, please use that guide. If your instructor does not give you a specific guide, please use the guide below to discuss your experience in an essay of 3-5 pages.

### Service Learning Reflection Guide

- Your name
- Service site
- What was the community need that your service helped meet?
- How did your service help meet that goal?
- What were the best things you learned/did during your service?
- What were the challenges you had to meet during your service? How did you meet them?
- What did you learn about your value to your community?
- Did the service you performed help or change anything in you?
- If your thinking/opinion of community service changed during the semester, how?
- What was the competency or skill standard you selected as your goal for learning?
- Will you continue to serve in the community? How?