



# F.A.Q.

(Frequently Asked Questions *and answers*)

## Community Service 100

**Community Service**  
Wittenberg University  
Hagen Center  
723 North Fountain Avenue  
327-7523

### How do students complete the community service requirement?

Wittenberg students pick one semester before they graduate to register for Community Service 100 (CMSV 100), the course students take to complete the service requirement.

### What are requirements of the CMSV 100 course?

- Students complete 27 hours of service and 3 hours of reflection in the semester they are registered for CMSV 100.
- Students must complete at least 20 of their 27 hours at one site.
- Students turn in a Placement Confirmation form (for 20+ hour service site) by the end of the 5<sup>th</sup> week of the semester.
- Students submit a self-evaluation and reflection essay at the end of the semester.
- Service sites verify and submit a service log and site evaluation for each student completing 20 or more service hours with their organization.

### Do all types of service count for CMSV 100?

Here are the guidelines for CMSV 100:

#### The CMSV 100 experience provides students the opportunity to:

- Connect with Springfield/Clark County by completing service hours in this community with a non-profit organization in partnership with the Community Service program and interact with people from various cultures and life situations.

#### The CMSV 100 experience:

- Is separate from service required by internship or another course for credit.
- Is not compensated.
- Does not allow students to count hours spent sleeping or traveling towards the total hours needed to complete the requirement.
- Does not involve direct religious persuasion or political campaigning.
- Does not include participating in events such as fundraisers where the student does not interact directly with the non-profit organization.

#### Service connected to a faith-based organization must meet the following criteria:

the experience's primary purpose must be first and foremost to provide a direct service that addresses a specific social issue that benefits the larger community; the experience must have clearly defined outcomes for the recipients of the service; and the experience must be open to all members of the community regardless of their race, gender, religion, nationality, ethnicity, sexual orientation, physical ability, or disability.

### What if students want to perform community service at a site that is not on the Community Service

#### Opportunities list?

The intent of the requirement is to have students serve within the Springfield/Clark County community, and primarily with one of the more than 40 partner sites listed on the Community Service Opportunities List. If students are interested in serving with a non-partner site, they must complete a Self-Design proposal. The experience must meet the guidelines for CMSV 100 and be approved by the Director of Community Service. It should also explain how the experience will help the student achieve the desired outcomes of CMSV 100. The proposal must be turned in by the Friday of the 4<sup>th</sup> week of the semester that the student is registered for CMSV 100.

### Can students participate in a Service Immersion experience during break times for CMSV 100?

Students can participate in a service immersion experience offered during break times that is sponsored by a Wittenberg organization/department and approved by the Community Service program. For an immersion experience to count for CMSV 100, it must also offer students an engagement experience in the local community. CMSV 100 students who participate in the immersion experience will complete 27 hours of direct service, which includes this engagement experience in the local community (typically a minimum of 3 hours of service). All Service Immersion experiences require an application (including waivers), a payment from the student to cover transportation, housing and food and space is limited.

## **When is the best time for students to complete CMSV 100?**

- Completing the requirement prior to the junior year is recommended. It allows students to build off the service experience and students' course schedules only gets more demanding during the junior and senior year.
- Students should consider the # of credits they will be taking, the demand of the courses in their schedule, extracurricular obligations, and plans for future semesters (such as study abroad, internships).
- A good time to take CMSV 100 is in the summer if a student is going to be taking courses at Wittenberg (or living in Springfield) between May-August.

## **How do students complete their community service requirement during the summer?**

If students are interested in completing the service requirement during the summer, then they must register for CMSV 100 and attend an orientation prior to starting service. Summer registration for CMSV 100 carries the presumption that students will be enrolling in the following fall semester since all hours must be completed by the first week of fall semester and attendance at a reflection session during the first week of fall semester is required.

## **How do students get all 27 hour of service completed in one semester?**

Getting started early is the key! Students need to plan to schedule 2-3 hours at the site each week or consider open blocks of time including weekends and evenings. The Community Service Opportunities List provides students with the range of times that are available for serving with each of the sites.

## **What will students gain from participating in the community service experience?**

There are established desired **outcomes for the community service experience**. The community service experience will provide students the opportunity to:

- Acquire and apply skills, abilities, and knowledge to serve an organization that benefits the community.
- Gain an understanding of a community by building reciprocal relationships within a community organization.
- Develop an empathetic understanding for other people and life situations.
- Build confidence in one's ability to contribute to the common good.
- Understand one's responsibility to be an active citizen in society.
- Add a positive value to one's college experience.

## **What should students consider when selecting their service experience?**

- Fit is the key. If students are interested in the opportunities provided by the service site and believe in the mission of the organization, then they will get more from the experience (and so will the site).
- Consider where students' gifts and talents can meet a need. What do they do well? What do they like to do?
- Some service sites may pertain to students' major/minor interests, which gives them an opportunity to enrich the academic experience, and possibly create an internship or position in a future semester.

## **How will students get to their service site if they don't have a car?**

Community Service works to coordinate rides to service sites for CMSV 100 students.

Rides are available Monday-Thursday from 8:30am-6pm and Fridays from 8:30am-5pm. The rides must be scheduled at least 72 hours in advance and students must be picked up no earlier than 2 hours after the departure time from campus. Students submit their requests for a ride to Community Service by the 5<sup>th</sup> week of the semester using the forms provided at the CMSV 100 Orientation and coming to the Hagen Center.

## **What if students miss or can't attend the required CMSV 100 orientation or reflection session?**

The community service program offers make-up sessions to accommodate a variety of schedules. However, we recommend that you attend the first Orientation since a Service Fair with our partner sites is offered during this time. Always contact your community service coordinator beforehand if you have a question about missing one of these required components of CMSV 100. If students do not attend an orientation or reflection session, then they will need to drop the course or receive a grade of No Credit.

## **Do students need to pay to take the CMSV 100 course and what grade will show on their transcript?**

There is no cost to register for CMSV 100 since the course is 0-credit.

“S” = Successful completion (satisfactory)

“NC” = Completion of class requirements was not satisfactory (no credit)

“W” = Withdrew from the course before the last day to drop with a W grade

Students will forfeit the hours they have already completed with a “withdraw” or “no credit” status. A NC grade prevents a student from being on the dean's list.

## **Who do students contact with additional questions about CMSV 100?**

You can contact the Community Service staff:

Phone: 327-7523, email: [weserve@wittenberg.edu](mailto:weserve@wittenberg.edu).

Address: Hagen Center, 723 N. Fountain Avenue (next to the Shouplin Center)