

QFM Service Learning Projects

Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it's the only thing that ever has.

--Margaret Mead

General Overview

As a major part of the course work for QFM, every student will participate in an off-campus Service Learning Project. Although we realize that your service learning project will require a great deal of effort, and even sacrifice on your part, we can almost guarantee that you are about to embark upon an experience that will make a major contribution to your learning and personal growth. You will be joining thousands of college and university students all over the United States who are involved in service projects designed to enhance classroom learning, foster civic responsibility, and meet community needs. This QFM Service Learning project is unique in that it will involve you with your fellow students in a team process which culminates in the display of your accomplishments and learning objectives at the Festival of Hope. Your project should connect you and your team members in a meaningful way with people beyond the Eckerd campus who share your interests and values and who can benefit from your contributions.

Project Choice

In identifying a worthy project, ask yourself what it is you love and how you might protect, enhance, or preserve it. Since start up time and energy for any brand new project can detract from actual quality and quantity of service rendered, your team will plug into an existing organization or agency unless special permission to create something completely new is granted. The Community Service and Internship Fair on Tuesday, September 6th at 12:30pm in Fox Hall will give you many ideas. Also, the list of *Recommended Sites for the QFM Service Learning Project* on the QFM website will be helpful. You are strongly encouraged to choose a placement from this list or from the agencies attending the Community Service and Internship Fair. Due to time constraints, we strongly discourage you from choosing non-recommended placements or creating new and independent projects. Speak to your section professor if you have a special project in mind. Requests will be reviewed on a case-by-case basis and must be approved, in advance, by your professor.

Some students may, with the QFM Director permission, choose to do a fundraiser in conjunction with their project (see the "Guidelines for Fundraising" projects included in this section and follow them carefully).

**** International Students – Before Beginning Your Service-Learning Project, you must inform International Student Programs of the Company Name, Address, Phone Number, and Contact Person where you will be performing your service learning. This information can be e-mailed to: isp@eckerd.edu**

Teamwork

A team of four to six people is recommended for most projects; no team should exceed seven nor be smaller than three without the QFM Faculty Director's permission. No matter what size the

team, careful planning with regard to division of labor is essential. Every student should expect to bear a fair share of the team's work. Although conflicts among team members may occur, as seniors you are expected to apply your problem-solving and conflict management skills to resolve these conflicts. You are encouraged to be straightforward and assertive with one another from the beginning.

Project Proposal

Once you have chosen a worthy project and formed a team, you must complete and submit a QFM Project Proposal (available on the QFM Website). Follow the outline on the form provided. Although the team works together to plan and implement the service learning project, each individual member of the team must submit to his or her respective section professor, a Project Proposal. Some of the Project Objectives and most of the Learning Objectives will be unique for each individual. Think in terms of what you personally plan to learn and achieve by doing this service-learning project. This proposal is an agreement between you and your professor that commits you to a set of specific actions over the course of the semester. As such, make sure that the proposal is both do-able and enjoyable. The more thought you put into your proposal now, the easier the actual project logistics will be later.

Service Hours

The QFM Faculty have determined that to fulfill this project, each individual student is expected to provide a minimum of 40 hours of service at his or her site. Activities such as travel, planning, preparation, writing, and organizing time for and participation in the Festival of Hope may count toward only 7 of the required 40 hours. With this in mind, you may want to consider a site that is more accessible if you have limited time for travel. (Any student projects which require extensive off-site planning and promotion of an event, e.g., fundraisers or special events for an organization will be expected to justify these hours as legitimate service hours with their respective faculty.)

Festival of Hope

The Festival of Hope is a public presentation of the Service Learning Projects and a celebration of community. The entire Eckerd College community is invited to attend and the greater St. Petersburg and Pinellas County communities are also welcome. Agency personnel or interested recipients of services provided by this senior class are also welcome to the festival. In addition, Eckerd students can receive College Program Series credit for attending this event and visiting booths.

The primary purpose of this festival is to present how each of us can make a difference in imagining and working toward a world we want for ourselves and the generations who follow. Team booths are created to display and explain the completed service learning projects and their value and significance to the community. QFM faculty will be circulating and evaluating the booths of their respective students. Finally, the Festival of Hope is a challenge to all of us to make a stronger commitment to the common good and to finding purpose and meaning in life through service to others.

Although the format of the festival varies from year to year, the coordinators chosen by each section to organize and run this special event follow some general guidelines provided in the

Festival of Hope Coordinators Handbook. The 2011 Festival of Hope will be held on Wednesday, December 7th, from 1:00 p.m. to 3:00 p.m. From the first stages of planning to the clean-up afterward, the Festival of Hope is entirely the work of the members of the Eckerd senior class. The keys to its success will be (1) full engagement in and successful completion of service learning projects, (2) the work of the Festival Coordinators (see below), and (3) good communication among the groups and the Coordinators.

Festival Coordinators

The Festival of Hope Coordinator fulfills 20 of the required 40 hours of service by organizing the Festival of Hope. The remaining 20 hours of direct service must be completed with the other students in the field.

By September 15th, each section will have selected one student to be a Festival Coordinator. This person must be very reliable and a good communicator because he or she is the vital link between the students in the section and those planning the Festival. People who are creative, have good management skills, and like to do big things with small budgets are needed as Festival Coordinators. The Coordinators carry primary responsibility for planning and executing the Festival of Hope

On September 21st, the Festival Coordinators will have a lunch meeting with Frank Hamilton, Laura VanderVoort and Student Affairs staff members to begin planning the festival. Coordinators will serve on subcommittees determined at this meeting to plan and implement all of the essential functions of the Festival of Hope, including but not limited to, publicity, communication, program, set up and logistics, equipment, cleanup, etc.

Remember: The Festival of Hope is Wednesday, December 7th

Summary of Tasks

Your Service Learning project will include, but not be limited to, the following tasks:

1. Plan and submit **Service Learning Project Proposal** on September 22nd
2. Schedule service hours with team for work at site and begin service as soon as possible
3. Prepare and submit paperwork for on-site service **QFM Service Learning Placement Confirmation Agreement** on October 4th
4. Record hours of service on **QFM Service Learning Project Time Sheet**. You will submit your Time Sheet, with supervisor verification, to your QFM Section Faculty member on October 18th and December 8th
5. Participate in Festival of Hope on Wednesday, December 7th
6. Write and Submit a **Final Reflective Statement** on December 8th

Note: All forms can be found on the QFM website: <http://www.eckerd.edu/academics/qfm/>

Service Learning General Guidelines

Take a Moment to Ponder

1. How can this Service Learning experience contribute to your discovery of purpose?
2. How can you make a difference in the community at the same time?
3. Are you interested in a Service Learning Project that can contribute to:
 - Exploring your intended major or career?
 - Gaining invaluable job experience?
 - Building your resume?
 - Helping make a difference in the community?
 - Learning things that will make you a more responsible, well-informed, and empowered citizen?

What Is Service-Learning?

- Service-learning is defined as a course-based, credit-bearing educational experience in which students learn and develop through thoughtfully organized service experiences that meet community needs and reflect on the service activity to gain a further understanding of the course content and an enhanced sense of civic responsibility.

Why Use Service-Learning?

- **Active Learning** — The best way to learn is through active participation.
- **Personal Growth And Development** — One of the best ways to help yourself, is to help someone else. Through service, you will gain skills that will help you for the rest of your life.
- **Meeting Community Needs** — Do you think we can rely on the government to solve all our problems? Each one of us must do our part to help make our community better.
- **Civic Responsibility** — Our country was founded on an ethic of service. The health of our democracy depends on service and community involvement. Working toward the common good is something we must all practice.

Potential Benefits of the QFM Service Learning Project

- Explore majors and careers that interest you
- Build your resume and gain valuable work experience
- Gain a better understanding of what you are learning in the classroom
- Improve your chances of getting a job through gained experience and networking
- Learn new concepts, skills, and experiences that you will never forget, and that will benefit you for the rest of your life
- Improve your self-esteem and sense of personal satisfaction
- Meet new people, make new friends, make contacts pertinent to networking for your future
- Contribute to your community; increase your sense of “civic responsibility”
- Find meaning and purpose in your life

How to Get Started

1. **Familiarize Yourself with Requirements and Deadlines**
 - How many hours are required?
 - What else is involved for the team and for the individual (proposals, reports, time records, evaluations)?

- Which agencies are recommended for this class?
 - What are the deadlines?
- 2. Choose Teammates and Form an Effective Working Unit**
- Compatibility of schedules?
 - Friends and roommates versus good working colleagues?
 - Responsible, accessible, and committed team members?
 - Balance of interest and skills on team?
 - Leadership decisions?
- 3. Choose a Project Site**
- Review the list of service learning sites on the QFM website.
 - Attend the Community Service and Internship Fair on Tuesday, September 6th at 12:30PM
 - Carefully review all the information about agencies in which you are interested.
 - What are the qualifications needed.
 - Can you fulfill the basic duties needed?
 - How many hours are they in need of?

Make a preliminary contact with the agency to confirm availability of site for a QFM Service Learning Project which also meets needs of team members and their respective schedules. Popular sites can accommodate only so many teams, so act quickly to contact a site.

- 4. Complete Service Learning Project Proposal** (available on the QFM website)
- Submit this information to your professor on **September 22nd** after you have confirmed your placement.
- 5. Call the Agency Contact Person**
- Designate one team member to be the liaison between the team and the agency and make the initial contact
 - Identify team as students representing an Eckerd College QFM service learning project
 - Arrange an interview and orientation time and date for the entire team.
 - Attending this first work session as a team will ensure that all members understand their responsibilities to the agency and to the other team members.
 - Be sure to ask any questions you have about the agency, the type of work, or any other questions pertaining to the project.
 - Complete the **QFM Service Learning Placement Confirmation Agreement** and obtain your supervisor's signature.
 - Submit **QFM Service Learning Placement Confirmation Agreement** form to your section professor by **Oct 4th** (One Agreement Form for each team will be required, but names of all team members must appear on that form and each student must turn in a form).
- 6. Start as Soon as Possible**
- Show up at your scheduled times. If you cannot make it for any reason, call ahead of time.
 - Keep track of your hours and reflect on your experience
 - Use the **QFM Service Learning Project Time Sheet** to keep track of your individual hours.

- Submit this sheet to your professor at mid-term and also with final paperwork for the course.
- Communicate regularly with your team members and your supervisor.
- Are you fulfilling your duties appropriately? Is there anything else you can do?
- Converse back and forth about the agency, the people you are helping, funding, or the idea of civic responsibility.

7. Meet with Team to Plan Festival of Hope Booth

- How will you creatively display your work and achievements?
- What equipment or materials will you need?
- How will you fairly divide up the labor and time?
- Who will set-up, host the booth during the festival, and cleanup?

8. Complete and Submit all Final Paperwork

Keys to Success

1. Be Proactive

- Start your service early in the term to obtain the maximum benefit from your experience.
- Being proactive means taking charge of your own experience. By being responsible you can make your experience one that is meaningful, positive, and allows you to learn and grow.
- If you are bored, feel like you are not doing something worthwhile, or are in any way dissatisfied — TALK TO YOUR SUPERVISOR. Communicating openly and honestly may resolve the problem. If further help is needed, seek help from your professor.
- Simply speaking with your supervisor can resolve 99% of the issues you might face.

2. Responsibility & Commitment

- The agency is counting on you...show them that they can!
- Treat your service learning assignment like a job:
- Be prompt for your interview and orientation.
- Set up a schedule and stick to it.
- Call your supervisor ahead of time if you cannot make it for your scheduled time. Arrange to make up the missed hours.
- As an Eckerd College QFM service learning student, you are representing:
 - Yourself
 - Your team
 - Your section and professor
 - QFM course
 - Eckerd College
 - The entire service learning program, nationwide
- Keep this in mind and do a phenomenal job!
- **If you stop your service for any reason**, please inform both the agency and your professor immediately

Guidelines for Fundraising Projects

- Students are free to raise money or speak for any cause, as long as they do not claim to represent Eckerd College.
- Students raising funds for a college sponsored program or class (such as QFM) may raise funds only for charities that have a 501(c) 3 status or similar certification.

- All funds raised by students shall be held by the charity or the college. All expenses drawn against the funds shall be drawn against the account by a properly signed voucher and paid by check.
- The staff/faculty advisor or professor may request copies of all receipts.
- Other financial/fundraising policies of the agency may apply and should be adhered to.

Students doing a fundraising project must do a minimum of 10 hours of service directly with the constituency being served (e.g., if raising money for playground, play with the children after school; money for a natural disaster, work at a local Red Cross chapter).