What is the process for completing the community service requirement?

(1) Pick up Community Service Proposal in Community Service — Hagen Center, 723 North Fountain Avenue.

(2) If you are seeking approval for a previous service experience, return the proposal to Community Service prior to registering for CMSV 100. At the latest, the proposal needs to be turned in by the first Friday of the semester you register for CMSV 100. If you are seeking approval for service you have not yet completed, return the proposal to Community Service prior to starting your service. At the latest, the proposal needs to be turned in by the first Friday of the semester you register for CMSV 100.

(3) You will receive notification within a week if your proposal was approved or denied.

(4) If approved, then you will need to:
   - Present a letter of verification of completed service hours by the last day of classes.
   - Attend a reflection session - this will take place during the 10th week of the semester.
   - Submit the final reflection essay by the last day of classes.

(5) Register for CMSV 100 the semester you plan on completing all of the requirements.

Do all types of service receive credit?

We have developed particular guidelines for community service. Here they are:

- Complete 27 hours of direct service
- Involves interactions with people whose cultures and life situations differ from your own
- Must be with a non-profit organization.
- Addresses a societal issue that challenges the community.
- Is not compensated.
- Service conducted from 11pm-7am (sleeping hours) does not count.
- Does not involve direct religious persuasion or political campaigning.
- 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.
- Does not include service done at a distance - fundraising, marathons, and collecting.
- Is separate from service required by internship or another course.
- Majority of the service experience must be completed off campus.
- All service requirements must be completed during the semester registered for CMSV 100 to successfully pass and to receive possible Dean’s List recognition.

When do I complete my community service requirement?

You can select any semester you wish to complete your requirement. To complete your requirement, you must register for CMSV 100. We recommend that you register for CMSV 100 before your last semester at Wittenberg.
Do I have to pay extra for registering for CMSV 100?
   No. CMSV 100 carries 0 credits so you are not charged for taking this class.

Can I use past service experiences for Wittenberg’s community service requirement?
   Yes- as long as it meets our guidelines and the proposal you submit gets approved.

Can I do my community service during the summer or during break?
   Yes, you can do your service hours during the summer or during a break. Just make sure you that you turn in a community service proposal for approval before starting your service. You will actually register and complete the rest of your requirements for CMSV 100 during the fall or spring semester.

Can I start my service prior to registering for CMSV 100?
   Yes. As long as you have submitted a proposal to Community Service and it has been approved, you may start your service at any time. You will want to register for CMSV 100 the semester you plan to complete all of the requirements for the class-completing your service hours, submitting a verification of hours, attending a reflection session, and turning in a final reflection essay.

How do I select a site to do my service?
   Come to Community Service and ask for our list of service opportunities. If you would like to do service at a site that is not on our list, then you will need to contact that site and arrange a service experience with them. We can make recommendations on particular sites that will be related to your interests and goals. Remember you will need to submit a proposal to the Community Service Office for approval prior to starting your service hours.

What if my schedule changes and I have to drop out of service?
   If you are registered for CMSV 100, then you will need to follow the same drop dates as any other full-semester course so as to avoid getting a No Credit grade. If you are completing service hours that have been approved by our office, but are not registered for CMSV 100, then you would want to work out the situation with your site. Make sure you get the service hours you did complete verified. Again, you want to register for CMSV 100 the semester you plan to complete all of the requirements for the class.

What is a Reflection?
   Reflection sessions give you an opportunity to talk with other students about what you have learned from your service experience. Reflection sessions typically last an hour and you must attend one of the reflections to successfully pass CMSV 100.

What grade will show on my transcript?

   S = Successful completion (satisfactory)
   NC = Completion of class requirements was not satisfactory (no credit)

Who do I contact with additional questions?
   You can contact Community Service at 937-327-7523, or stop by the office
   Visit the COMMUNITY SERVICE webpage – www.wittenberg.edu/communityservice