

Alternative Assessment for Community Service Requirement

The Community Service General Education requirement at the University of La Verne is intended to foster the development of self-reflective, socially aware, and engaged citizens through the process of reciprocal service and learning. Community service is understood to be a minimum of 20 hours of unpaid, active participation assisting a community organization in the achievement of its goals, not simply observing the work of the organization.

Learning Outcomes for Community Service

Students will be able to:

1. Reflect on service as a component of active citizenship, community engagement, and social responsibility.
2. Demonstrate reciprocity and responsiveness in volunteer service with a community organization.
3. Describe and analyze the social issues relevant to the community organization.

Alternative Assessment

Students who have already completed 20 hours of unpaid*community service in *one* community organization within the past two years from the date of application for alternative assessment may be able to meet the requirement for Community Service through an assessment of prior learning. Alternative Assessment assumes that you have already attained mastery of the learning outcomes stated above. There is a \$50 non-refundable fee for this assessment. * *Exceptions to the unpaid requirement will be made for active duty military personnel who are not given release time but who participate in community service while on duty.*

Submission Process:

IMPORTANT: Portfolios *cannot* be submitted during the student’s final semester/term of study. **All submissions must be received at least one semester prior to anticipated graduation semester/term.**

Regional Campus students should mail their Portfolios by 5:00 P.M. on or before the due date:

University of La Verne – ROC
CS Alternative Assessment
1950 Third Street
La Verne, CA 91750

Traditional-age undergraduate students and CAPA students should submit their Portfolios on or before the due date by 5:00 P.M.: The Office of Civic and Community Engagement,
Hanawalt House 2nd Floor

Deadlines for Portfolio submission are:

Anticipated Degree Completion Date (Semester/Term)	Deadline to Submit Alternative Assessment Portfolio to the appropriate office
Fall Term/Semester or January Interterm	July 1
Winter Term (March)	November 15
Spring Term/Semester	December 1
Summer Term/Semester	December 1



Request for Alternative Assessment for Community Service

Name	Date
ID Number	Campus Location
La Verne Email Address	Preferred Phone Number

Portfolio Requirements

Attach all documents to this request form before submission.

- **Receipt of \$50 assessment fee payment** (see attached payment options)
- **A copy of the organization’s mission or vision statement**
- **Verification of 20 hours of unpaid community service completed within the past year.** *Some exceptions for service between one- two years will be given based on extensive documentation of service and through integration of experiences into essay.*

Please ask your organization’s supervisor to write a letter verifying the number of hours you served as well as detailing how you actively assisted the organization. The letter must be on the organization’s letterhead and include a signature, a business card and company brochure. The letter is placed in a sealed envelope with the supervisor’s signature across the seal and included in submission package. Additionally, the organization will be contacted to verify the service.

- **Reflection Essay: Considering Community Service** (typed, double-spaced, eight to ten- page minimum)

Reason for Deadline:

Should the Alternative Assessment not be approved, you would be notified of this decision with enough time to register for CS 305, Learning Through Community Service, during your last term at La Verne and thus not delaying your anticipated graduation date.

Portfolio Assessment:

Decisions will be made approximately 45 days from the date of submission. You will be notified by email whether or not you have successfully completed the assessment. If you receive approval, you will be documented as having met the Community Service requirement. No academic units are awarded for this certification.

I understand that the decision of the Alternative Assessment review is final and there is no appeal.

Student Signature: _____ Date: _____

Expected Graduation Semester and Year: _____

Alternative Assessment Submissions

Beginning May 31 2017, all University of La Verne students follow the same Alternative Assessment guidelines, due dates, and times; this includes ROC, CAPA, and traditional-age students.

Community Service Alternative Assessment Fee

To pay online by e-check or credit card through [MyLaVerne](#):

Please follow the two-step process below to pay your Community Service Alternative Assessment Fee online.

1. **Log in to MyLaVerne** and proceed as you normally would to make a payment, by clicking on “My Student Account Center”

- **Under Payment Options:**

- Select term of payment
- Type in payment amount (\$50)

- Select the payment date and click “Continue”

- **Review and Confirm Payment**

2. **Once finished...**

- Please attach a copy of the receipt to the *Request for Alternative Assessment for Community Service* form.

and

- Please email Student Accounts at stuacct@laverne.edu with the following information:
 - Your name
 - Campus Location
 - Last four digits of your student ID#
 - Purpose of payment (Community Service Alternative Assessment)
 - Amount of payment



Reflection Essay Prompt: *Drawing upon your community service experience, write a minimum 8-page, double-spaced essay reflecting on community service as one of the four values of the University of La Verne. The essay is an academically grounded requirement, therefore, include references from at least six readings posted on the OCCE website. State how an asset based community development approach, self-reflection, and reciprocity are central components of an academic community service. Further guidelines follow.*

This assignment combines several elements, focusing on detailed examples of your experiences connected to thoughtful reflection. This is not an essay that defines terms or proves that you have done your Community Service hours. The goal, rather, is to use your specific experiences for a deeply considered reflection on both the organization with which you worked and the population it serves. Then, consider even more broadly the general concept of service to the community and the reciprocal relationship that developed while serving the organization.

In approaching your essay, thoughtfully integrate the following:

- Your understanding of what it means to be engaged in your community;
- Limitations and benefits of community service;
- How and why community service should or should not be a greater part of our societal values;
- An understanding of the Community Service organization's role in meeting the needs of the community and how it meets those needs;
- The challenges faced by Community Service organizations;
- A full understanding of the needs of the population student has served;
- How the service experience has affected/changed you since you completed your service; and
- An understanding of Asset Based Community Development model as related to reciprocal service

NOTE: Correct application of grammar/Standard American English and spelling is required for meeting approved status.

Things to Consider

(Self-evaluation of your essay before submission)

Approved

- Reflections apply to society, not just self
- Reflection essay is focused and clearly written
- Examples are specific and detailed
- Paragraphs are focused.
- Thorough consideration of concept of service set forth by University
- Detailed discussion of service's impact upon self
- Explicit understanding of community organization and its served population
- Understanding of Asset Based Community Development model
- Demonstrates working knowledge of academic community service literature.

Denied

- Reflections are narrow and apply only to self
- Reflection essay is unclear or strays from main ideas
- Many examples are vague and non-specific
- Paragraphs lack focus/clear relation to main idea
- Idea of service considered in inexplicit ways
- Vague/missing discussion of impact upon self
- Understanding of community organization and served population is vague
- Grasp of Asset Based Community Development unclear or not addressed
- Academic understanding of community service literature vague or not addressed.