

## Community Service Alternative Assessment Portfolio Requirements and Application Form

### Community Service Alternative Assessment Portfolio

The Community Service Alternative Assessment Portfolio provides students with the opportunity to test-out and demonstrate their comprehension of the Community Service General Education requirement at La Verne.

Prior to submitting the Community Service Alternative Assessment Portfolio, students must review the requirements and consider their ability to demonstrate an adequate comprehension of the Community Service General Education requirement. **Note:** *The outcome of the portfolio submission may not be contested.*

### Portfolio Requirements:

- 1. Submit a Reflection Essay:** The reflection essay must demonstrate competency in social justice issues related to community service, what it means to be a civically engaged individual, and an understanding of reciprocity as a component of community engagement. *Please refer to the Community Service Alternative Assessment Portfolio webpage.*
- 2. Provide a verification letter of 20 hours of unpaid community service:** 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
- 3. Provide a copy of the organization’s mission and vision statement**
- 4. Provide a copy of the \$50 assessment fee receipt.** *Please refer to the Community Service Alternative Assessment Portfolio webpage.*
- 5. Include the Community Service Alternative Assessment Application Form, if submitting portfolio via mail only.**

For more information on the Community Service Alternative Assessment Portfolio requirements, please visit the Office of Civic and Community Engagement, [Community Service Alternative Assessment Portfolio webpage](#).

### Submission Deadlines:

Portfolios must be submitted no later than one semester/session before graduation. The reason for the deadline is if the portfolio is denied, the student will be notified of the decision in time to enroll in an LVE 305 course during the student’s last semester/session at La Verne, thus, not delaying the anticipated graduation.

### Regional, Online, CAPA and Traditional Undergraduate students’ portfolio submission deadlines:

Expected Degree Completion (Graduation)	Submission Deadline:
Fall Semester (including fall semester session 1 & 2)/ Jan Term	August 1 <sup>st</sup>
Spring Semester (including spring semester session 1 & 2)	October 2 <sup>nd</sup>
Summer Session (including mini-sessions)	March 1 <sup>st</sup>

ALL University of La Verne students, including ROC, CAPA, Online and Traditional Undergraduate students should submit their portfolio via mail or online. The new online submission is via GivePulse – La Verne’s engagement platform.

**Mailed portfolios** should be submitted by 5:00 P.M. on or before the due date to the University of La Verne, ATTN: Office of Civic and Community Engagement, Ludwick Center Suite 119, 1950 Third Street, La Verne, CA 91750. *\*The mailed portfolio must include the application form, located on page 2.*

## Community Service Alternative Assessment Portfolio Application Form

<b>Student First &amp; Last Name:</b>
<b>Student ID Number:</b>
<b>Campus Location:</b>
<b>La Verne Email Address:</b>
<b>Academic Advisor Name:</b>
<b>Expected Graduation Semester/Session &amp; Year:</b>

### Portfolio Submission Checklist:

- Reflection Essay
- Sealed verification letter of 20 hours of unpaid community service
- Copy of the organization's mission and vision statement
- Copy of the \$50 assessment fee receipt
- Signed & complete Community Service Alternative Assessment Application form

### Portfolio Decision:

Decisions will be made approximately 35 business days from the date of submission. Students will be notified by email whether the portfolio has been approved or denied. If approved, the result will be submitted to the Register's Office and designated as having met the Community Service General Education requirement.

- I understand that the decision of the Community Service Alternative Assessment Portfolio review is final and there is no appeal. My signature confirms that I have read all of the portfolio requirements, including the deadlines to submit the portfolio.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Question? Please refer to the Community Service Alternative Assessment Portfolio Frequently Asked Questions (FAQ) on the webpage.