

Community Service Alternative Assessment Portfolio Frequently Asked Questions

1. What are the ways in which I can complete the Community Service requirement?

Students can complete the Community Service requirement in one of two ways:

Enroll in an LVE 305: Learning through Community Service Course

Students can meet this requirement by enrolling in an LVE 305: Learning through Community Service course or enroll in another course that has the Community Service attribute explicitly embedded to meet a GE, major or minor requirement. Both of these options require the participation of 20 hours of unpaid community service during the course of the semester/session. Courses that meet this requirement are designated as LVCS in the course catalog.

Submit a 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. This option requires the completion of 20 hours or more of unpaid community service.

Students are responsible for conveying in their Community Service Alternative Assessment Portfolio how their prior community service experience is an acceptable replacement for the LVE 305: Learning through Community Service course. More information about LVE 305: Learning through Community Service courses can be found on the [Office of Civic and Community Engagement webpage](#)

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.

2. Why do I have to take a class or complete a community service alternative assessment portfolio if I've done community service in the past?

One of the University of La Verne's four values is civic and community engagement. At the heart of the Community Service requirement is *reflection* on the experience of serving. The Community Service requirement at the University of La Verne seeks to foster the development of self-reflective, socially aware, and engaged citizens through the process of reciprocal service and learning. Students are given the opportunity for structured reflection in order to adequately meet the learning outcomes required for the Community Service requirement. The experience of servicing a community and academically reflecting on that service go hand-in-hand.

3. What counts as 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. The community site must lend itself to reflection on the following three areas: 1) community engagement and social responsibility, 2) an experience of reciprocity and responsiveness to those served, and 3) engagement with the social issues relevant to the site being served.

The 20 hours of service must also be completed at one community organization within one year from the date of submission of the portfolio. A good community service site is one in which you are building relationships with the agency and/or the clients being served. The point is to develop an engaged relationship so that you can reflect critically on community engagement, develop meaningful connections with those you are serving and begin to understand the relevant social issues faced by the community serve.

4. How can students on active military duty complete the community service requirement?

Like other students, those in active military duty must complete the community service requirement either by taking an LVE 305 course that meets this requirement or by submitting the Community Service Alternative Assessment Portfolio. However, because of the unique situation of military students, the following exceptions are allowed:

- A. The community service requirement stipulates that students are required to complete 20 hours of *unpaid* community service.** The requirement of “unpaid” work is untenable for students on active military duty that work 24 hours a day. Given this reality, exceptions will be made for active duty military personnel who are not given release time, but who participate in community service while on duty. The 20 hours of community service cannot be fulfilled by doing military service; rather it can be fulfilled by doing service in the community while on active duty (see list of possibilities below).

Examples of possible Community Service sites during active duty:

- Retirement communities and nursing homes
- Schools, after school programs – mentoring/tutoring
- Youth/community centers – YMCA, YWCA, Boys and Girls Club, etc.
- Juvenile centers
- Libraries
- Religious communities as related to social issues or social justice
- Nonprofits focused on community sustainability
- Homeless shelters/food banks
- Animal shelters, rescues
- Conservation and environmental organizations focused on sustainability
- Community development projects – i.e. Habitat for Humanity
- Hospitals, rehab centers, disability centers

Types of community service that do not count:

- Military service (*active military students often participate in community service projects. This community service may be able to count toward the minimum requirement of 20 hours of service*)
- Online volunteering
- Paid work
- Observations
- Any site that does not lend itself to fulfilling the learning outcomes

B. The community service requirement stipulates that the 20 hours of community service must be completed at one site and within the past one year from the date of submission.
Exceptions will be made for active military students on a case-by-case basis.

5. What happens if I can't complete the required hours during the semester/session that I am taking the course?

If a student does not complete the required hours of community service during the semester/session, it is an automatic fail or no credit. A student must complete the required 20 hours of unpaid community service in order to receive a passing letter grade or credit for the course. If you are concerned that you cannot complete the hours before the semester/session concludes, you must discuss your situation with the instructor. It is the instructor's discretion to allow a student to take an incomplete.

6. How do I complete the Community Service Alternative Assessment Portfolio?

The Community Service Alternative Assessment Portfolio can be completed by carefully reading the requirements found on the [Community Service Alternative Assessment Portfolio webpage](#) and demonstrating the comprehension of the Community Service General Education requirement at La Verne.

7. Is there a deadline for the submission of the Community Service Alternative Assessment Portfolio?

Yes. The Community Service Alternative Assessment Portfolio must be submitted at least one semester/session prior to graduation. A student may not submit the portfolio during the final semester/session. The reason for this deadline is to allow a student to register for LVE 305: Learning through Community Service course, during the student's last semester/session, should the student not pass the portfolio review.

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 st
Spring Semester (including spring semester session 1 & 2)	October 2 nd
Summer Session (including mini-sessions)	March 1 st

8. Is there a fee to submit the Community Service Alternative Assessment Portfolio?

Yes, there is a \$50 non-refundable fee for the submission of the community service alternative assessment portfolio.

9. When will I know if my Community Service Alternative Assessment Portfolio has been approved?

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.

10. Can I resubmit my Community Service Alternative Assessment Portfolio if it is denied?

No. The decision of the portfolio review is final and there is no appeal.

11. What is included in the Community Service Alternative Assessment Portfolio?

For a list of requirements to submit the Community Service Alternative Assessment Portfolio, more information can be found on the [Community Service Alternative Assessment Portfolio webpage](#).

12. Where do I submit my Community Service Alternative Assessment Portfolio?

ALL University of La Verne students, including ROC, CAPA, Online and Traditional Undergraduate students have the option of submitting their portfolio via mail or online.

- **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
- **Online Submission** via GivePulse – La Verne's engagement platform.

If you continue to have questions, comments or concerns, please do not hesitate to contact the Office of Civic and Community Engagement, LVE 305 Department Chair, Julissa Espinoza at jespinoza@laverne.edu or (909) 448-4745.