Name: _____________________________                  Colleague ID #: ____________

Classification:  Freshman    Sophomore    Junior    Senior   Anticipated Graduation Date:__________

Major: _____________________________________ Phone #: (___) ______ - ______

E-mail Address: ______________________________ Mailbox #_______

Name of Organization Served: __________________________________________________________

Project Date (s): ___ / ___ / ____ - ___ / ___ / ____

Project Summary: ____________________________________________________________

_________________________________________________________________________

SUPERVISOR INFORMATION:

Name: ________________________________  Phone #: ______ - _____ - ________

Email Address: __________________________

Total Hours Served: ___________

Supervisor Signature (upon completion): __________________________________

The Leonard Center reserves the right to verify any information presented on this form. Students may not receive more than 20 hours from 1 non-profit organization per academic school year, per the Service-Learning Guidelines found at leeuniversity.edu/service-learning.

OFFICE USE

INTERNS

Received: ____/____/____    Initials:_______

Length of Paper: ________

Total Hours Earned: ________

READERS

Grade:  Pass    Fail    Initials:_______

ORV: ____________________

PLEASE RETURN THIS FORM TO:

The Leonard Center
1600 Parker Street, Cleveland, TN 37320
REFLECTION PAPER GUIDELINES

Service Deadlines: *November 1 and April 1*

RUBRIC:
The key to reflection is that you take time to consider what you have learned and how you can continue learning from your service experiences. Below is a rubric that includes prompts to consider when writing your reflection papers; please, address **at least two**. Please, do not write on this rubric.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application of Faith</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Analyze how you applied your faith through your service experiences.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Utilization of Strengths/ Gifts</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discuss how your strengths and gifts were utilized in the service you performed.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Impact of Service</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discuss how your service impacted those you served (i.e. individuals, organizations and/or the environment). Consider both immediate and long-term impacts.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Responsibility in the Community</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluate your responsibility in the larger community as the result of your service experiences.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Connection to Vocation/ Career</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Describe how your service experience connects with your intended vocation or career.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OFFICE USE ONLY

Recorder: __________________                      Date: ____________                     Grade:_______

Questions? Call (423) 614-8614 or email service@leeuniversity.edu