STUDENT INFORMATION:

Name: ________________________________ Colleague ID #: __________________________

Classification: Freshman  Sophomore  Junior  Senior  Are you graduating this semester?

□ Yes  □ No

Major: ________________________________ Phone #: (___) _____ - ________

E-mail Address: ____________________________  Mailbox #________

Project Date(s): ___ /___ /_____ – ___ /___ /_____

Name of Organization Served: ______________________________________________________

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

Received: ____/___/_____  Hours Earned: ________  Hours Earned: ________

Approved: ____/___/_____  Length of Paper: ________  ORV: ________________

PLEASE RETURN THIS FORM TO:
The Leonard Center
1600 Parker Street, Cleveland, TN 37320
PROMPTS:

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 list of general service-learning reflection prompts to consider when writing your reflection papers; please, address at least two.

1) Analyze how you applied your faith through your service experiences.

2) Discuss how your strengths and gifts were utilized in the service you performed.

3) Discuss how your service impacted those you served (i.e., individuals, organizations and/or the environment). Consider both immediate and long-term impacts.

4) Evaluate your responsibility in the larger community as the result of your service experiences.

5) Describe how your service experience connects with your intended vocation or career.

FORMATTING:

☐ Times New Roman Font  ☐ Double-spaced

☐ 12-Point Font  ☐ 1” Margins

Reflection Paper Length:

For every 0-10 hours a FULL 2-page reflection paper is required.
For every 11-20 hours a FULL 4-page reflection paper is required.

Reflection papers, once submitted and graded, will be returned via campus box at the beginning of the next semester. Those without a campus box will be able to pick up their papers at the Leonard Center. All reflection papers and service documents will be discarded once the student graduates from Lee University.

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