

LEE UNIVERSITY LEONARD CENTER

INDIVIDUAL SERVICE FORM

Service Deadlines: **November 1 and April 1**



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 leuniversity.edu/service-learning.

OFFICE USE

<u>INTERNS</u>	<u>ORAL REFLECTION LEADERS</u>
Received: ____/____/____ Initials: _____	Initials: _____ Grade: Pass Fail
Length of Paper: _____	<u>READERS</u>
Total Hours Earned: _____	Initials: _____ Grade: Pass Fail

PLEASE RETURN THIS FORM TO:
The Leonard Center
1600 Parker Street, Cleveland, TN 37311

REFLECTION PAPER GUIDELINES

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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.

OFFICE USE ONLY

Recorder: _____

Date: _____

Grade: _____

1-10 Hours Served = FULL 2 page essay

- 1/2 page describing what you did and/or the organization you served
- 1.5 pages discussing **at least two** of the following questions:
 - How did your faith impact your service experience?
 - How were your strengths/gifts utilized in the service you performed?
 - What are the possible short-term and long-term effects of the service you performed?
 - How did your service experience connect with your intended major or career?
 - How do you view your role in the larger community after having served?

11-20 Hours Served = FULL 4 page essay

- 1/2 page describing what you did or the organization you served
- 3.5 pages discussing **at least four** of the following questions:
 - How did your faith impact your service experience?
 - How were your strengths/gifts utilized in the service you performed?
 - How have these experiences impacted you and the person or organization you served?
 - What are some of the possible long-term effects of what you were able to accomplish?
 - Did you discover gifts and abilities you were previously unaware of? If so, how?
 - How did your service experience connect with your intended major or career?
 - How do you view your role in the community after having served?

FORMATTING

- Times New Roman Font
- Double-spaced
- 12-Point Font
- 1" Margins

Reflection Paper Length:

For every **1-10** hours a **FULL 2 PAGE** reflection paper is required.

For every **11-20** hours a **FULL 4 PAGE** reflection paper is required.

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