

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>READERS</u>
Received: ____ / ____ / ____ Initials: _____	Grade: Pass Fail Initials: _____
Length of Paper: _____	ORV: _____
Total Hours Earned: _____	

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

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: _____

Prompts	1. Remember	2. Understand	3. Apply	4. Analyze	5. Evaluate
<u>Application of Faith</u> Analyze how you applied your faith through your service experiences.					
<u>Utilization of Strengths/ Gifts</u> Discuss how your strengths and gifts were utilized in the service you performed.					
<u>Impact of Service</u> Discuss how your service impacted those you served (i.e. individuals, organizations and/or the environment). Consider both immediate and long-term impacts.					
<u>Responsibility in the Community</u> Evaluate your responsibility in the larger community as the result of your service experiences.					
<u>Connection to Vocation/ Career</u> 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 **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