Welcome to the Freshmen Service-Learning Experience!

We encourage you to this Service-Learning Program Schedule each week to organize your tasks and information. You will be responsible for knowing the information outlined in this document.

Week of August 27th

- **General Service-Learning Information:** The Service-Learning Program is organized out of the Faith-Justice Institute. Service is three hours per week from Monday, September 24th to Friday, December 7th. This is a full-year experience. The spring sequence of this course and your service will begin again when you return from winter break. You will keep the same community partner placement, service day and time and service partner for both semesters. You will drive to and from your service placement in a University vehicle.

- **Placements:** If you completed the “placement preference survey” over the summer, we make every effort to accommodate one of your preferences. In some circumstances it is not logistically possible to place you at one of your preferences due to your course schedule and the availability of the community partner organization (CPO). All of the CPOs provide students with the opportunity to realize the unique educational and personal benefits that accompany the Service-Learning experience. *If you have a conflict with your service time, please come to meet with a Placement Liaison in Suite 131 in Post Learning Commons.* Placement Liaison (Student employees of the Faith-Justice Institute) office hours are located on [www.sju.edu/servicelearningstudents](http://www.sju.edu/servicelearningstudents).

- **Placement Descriptions:** Go to [www.sju.edu/servicelearningstudents](http://www.sju.edu/servicelearningstudents) to read the placement description for your CPO. The placement description will give you the contact information for your CPO and will **note if you need to complete background clearances.**

- **Your Service Partner:** All freshmen students will go to service with at least one other freshmen student. You will drive with your partner to service and are expected to stay with each other at all times. You cannot go to service alone.

- **Communication with the Faith-Justice Institute:** All communication from the Faith-Justice Institute to you will come via your SJU email address or a phone call. Make sure you are checking your SJU account several times a day, especially before you leave for service in case there is an important update. We strongly suggest you set-up your voicemail on your phone and make sure your voice mailbox is not full. All communication with your Service Scholar will be via email or in person.

- **Driver’s license:** If you do not have a driver’s license, please note it on the contact information google form and email Danielle Critelli (dcritell@sju.edu). You and your partner will be driving a University vehicle to and from service.

- **Philosophy, Political Science & Economics Service-Learning students:** If your schedule changes this week, please do not add the second/Spring course in your service-learning sequence as noted here: *Fall PHL 150 course students, do not enroll in PHL 154 this semester; *Fall POL 150 course students, do not enroll in THE 154 this semester; *Fall ECN 150 course students, do not enroll in ECN 101 this semester

Week of September 3rd

- **Mandatory Placement Awareness Training:** Please attend either Placement Awareness Training on Tuesday, September 4th at 11am in Campion Banquet Hall North or South or Wednesday, September 5th at 3:30pm Campion Banquet Hall North or South. If you need to complete clearances for your
community partner organization, you will be directed to a specific room. To find out if you need to complete clearances go to www.sju.edu/servicelearningstudents and to read the placement description for your community partner organization. If you arrive late to or leave early from PAT you will be asked to set up a make-up session with a Placement Liaison. This training is mandatory. If you cannot make it due another significant obligation, please talk to your Service Scholars today.

- **Mandatory Driver Training**: Look for an email from your Service Scholars with more information. You must complete Public Safety’s Driver Training to be an insured driver of a University vehicle. You cannot operate a University vehicle at all if you do not complete training. Your Service Scholars will forward you an email with all necessary information. You must be 18 years old to drive a University vehicle. **Don’t forget to bring a copy of your license** to Driver Training and a completed Transportation Policy form (provided by your Service Scholars). **Driver Training must be completed before Driving Orientation Week (Sept. 17th)**. You need to complete Driver Training several days before you intend to drive because the University’s insurance company needs to approve drivers. You will need to register for a training session via the link in the email that will be sent to you or you will not be permitted to take the class.

- **Tickets for parking and driving violations**: Payment for any violations is the responsibility of the students, and not the Faith-Justice Institute or University.

- **Complete the contact information google form**: You will receive an email from Jill Welsh asking you to provide the Faith-Justice Institute your contact information via a google form. Please have your driver’s license available when you complete the form. This information will help us communicate with you efficiently. Please complete the form by **Friday, September 12th**.

- **Clearances**: If background clearances are required for service you will find this noted on the placement description. You are responsible for knowing which clearances are required, for completing the clearances and for uploading copies of the clearances to the NEST by **Wednesday, September 19th**. You will need to bring a copy of all clearances to your placement. A written guide, outlining how to complete clearances, how to upload the clearances and how to be reimbursed for the clearances, is available at www.sju.edu/servicelearningstudents. Further information will be provided at Placement Awareness Training. Make sure scan and save the clearances on your hard drive for personal reference.
  - **Fingerprinting on campus**: Thursday, September 13th & Friday, September 14th. Detailed time, locations and instructions will be provided at Placement Awareness Training. If you do not sign-up to have your fingerprints done on campus, you will need to go to an off campus vendor and have your fingerprinting done in enough time to have results ready to submit for September 19th.
  - **Clearances & Financial hardship**: You will be reimbursed for your clearances if completed on time. If you have a financial hardship in paying for the FBI clearance (approx $25.00) up front, please email Danielle Critelli (Dcritell@sju.edu) the deadline to submit a request for coverage is Sept. 10th.
  - **Reimbursement for Clearances**: Please bring your FBI fingerprinting receipt with your name and SJU ID written on the document to PLC 131 on September 18th, 11am-1pm to submit for reimbursement.
  - **Failure to complete clearances on time**: If you do not complete your clearances on time you are still expected to attend service; however, you will have no direct contact with the population at the CPO.

- **Safe Environment Training**: Thursday, September 20th 6:30pm-9pm in Presidents’ Lounge. You will be attending this mandatory training if you do service at one of the following placements: St. Rose of Lima, St. Martin De Porres, Our Mother of Sorrow/Saint Ignatius.

### Week of September 10th
Complete the contact information google form: You will receive an email from Jill Welsh asking you to provide the Faith-Justice Institute your contact information via a google form. Please complete the form by Friday, September 12th.

Fingerprinting on campus: Thursday, September 13th & Friday, September 14th. Detailed time, locations and instructions will be provided at Placement Awareness Training. If you do not sign-up to have your fingerprints done on campus, you will need to go to an off campus and have your fingerprinting done in enough time to have results ready to submit for September 19th.

Office hours to print electronic FBI rap sheet report: Monday, September 17th & Tuesday, September 18th. Details on time and location will be given to you at Placement Awareness Training.

Reimbursement for clearances: Wednesday, Sept. 18th from 11am-1pm, in PLC 131 please bring a copy of your receipt (keep of copy for yourself with your name and SJU student ID written on the top of the document to submit for reimbursement.

Completed Clearances are due on Wednesday, September 19th: Some clearances will take a few days to process. If you haven’t started your clearances yet, do them today. Look on www.sju.edu/servicelearningstudents for an outline on how to upload your clearances to the NEST. If you do not complete your clearances on time you are expected to attend service; however, you will have no direct contact with the population at the CPO.

Safe Environment Training: Thursday, September 20th 6:30pm-9pm in Presidents’ Lounge. You will be attending this mandatory training if you do service at one of the following placements: St. Rose of Lima, St. Martin De Porres, Our Mother of Sorrow/Saint Ignatius.

Driving Orientation: Driving Orientation is the week of September 17th. During this week each partner group will practice driving to and from the CPO. You will not be going into the agency unless your supervisor has asked you to attend an orientation. You will be notified of this request before the week of September 17th. You will need to complete Driver Training before you participate in Driving Orientation. The Driving Orientation experience will not take your full service time; however, you should leave campus as if you need to get to service on time.

Week of September 17th

Office hours to print electronic FBI rap sheet report: Monday, September 17th & Tuesday, September 18th. Details on time and location will be given to you at Placement Awareness Training.

For Driving Orientation: 1. Go to Security with your license and SJU ID 2. Tell the officers you are a Service-Learning student here to pick up keys 3. All cars should be parked on the 5th floor in Hawks Landing. Check the log book before you leave security for the car’s location. 4. Return the keys to security immediately after returning to campus and log in the book where you parked the car. If Security officers tell you they do not have a key for you, please do the following: 1. Ask if the key is under name of your service partner(s), 2. If there is no key reserved for you or your partner, please email your Service Scholar the information. We will then work on resolving the situation for next week.

Service begins next week: Know the name(s) and phone number(s) of your service partner(s). Look on your placement description for your placement supervisor and ask for this person on your first day of service. The placement description will have the contact information and address for your CPO. Do not google your CPO for the since some placements have more than one location. Make sure you leave campus with enough time to arrive at your CPO on time.

First day of service & unexpected situations:

1. Before you leave for service: Check your site supervisors name (located on the placement descriptions found on www.sju.edu/servicelearning students) before going to service

2. When you get to the community partner organization, introduce yourself and say you are from the St. Joseph’s University Service-Learning Program. Ask for the CPO supervisor you have been assigned when you arrive.
3. **If you are told the CPO was not expecting you**, please do not worry. If you are asked to leave, this is not a missed service. Get the name of the person who greeted you and email Danielle Critelli (dcritell@sju.edu) when you get back to campus. There may have been a change in the staff member covering that day and your information did not reach that staff person. The Service-Learning office will then follow-up with your CPO to make sure everything is communicated to all staff members for the following week.

- **Reimbursement for clearances**: Tuesday, Sept. 18th from 11am-1pm, in PLC 131 please bring a copy of your receipt (keep of copy for yourself with your name and SJU student ID written on the top of the document) to submit for reimbursement.
- **Clearances** are due Wednesday, September 19th to the NEST. If you do not complete your clearances on time you are still expected to attend service; however, you will have no direct contact with the population at the CPO.
- **Safe Environment Training**: Thursday, September 20th 6:30pm-9pm in Presidents’ Lounge. You will be attending this mandatory training if you do service at one of the following placements: St. Rose of Lima, St. Martin De Porres, Our Mother of Sorrow/Saint Ignatius.

**Week of September 24th**
- **Service begins!!**
- **Signing in/out of service**: Make sure to sign-in/out of service for attendance purposes. Service-Learning students are expected to arrive on time and to stay for the full service time each week. If you have any questions about the procedure, please talk with your Service Scholars.

**Week of October 1st**
- **Days your CPO may be closed**: Ask your supervisor if the CPO will be closed for any reason on your service day. Determine with your placement supervisor how you will be informed if the CPO will be closed in short notice situations like inclement weather, unexpected situations, etc.

**Week of October 8th**
- **Fall Break**: If you go to service on a Monday (15th) or Tuesday (16th), make sure to remind your CPO that next week is fall break. The CPO supervisor should know about fall break from the Service-Learning calendar given to them in the beginning of the semester.
- **Driving Violations**: Any speeding or parking violations are your responsibility. Please use good judgment when operating the vehicles.
- **Keeping the vehicles clean**: It is expected that all students dispose of any litter that they bring into the University vehicles. The failure to do so could result in the loss of the privilege to drive a university vehicle to service.
- **Talking with your CPO supervisor**: If anything happens at service that makes you feel uncomfortable, or if someone at the CPO talks of an experience of abuse, neglect or any situation where their personal well-being and safety has been compromised, talk with your CPO supervisor before leaving service. If your supervisor is not available, talk to another staff member before leaving service, and follow-up with your supervisor. Email your Service Scholars about the situation when you return to campus. Always call the Counseling and Psychological Services (CAPS) at 610-660-1090 for support if needed.

**Week of October 15th**
- **Mid-Semester Attendance Reports**: Your CPO will be submitting their mid-semester attendance reports to the Faith-Justice Institute this week. If you have missed service, please make sure you have a plan to make service up and have communicated it to your CPO, faculty member and Service Scholars. Make-up service must be done at the community partner’s convenience and you will need to reserve a vehicle for the make-up service. You can reserve a vehicle. Ask your Service Scholar or go to PLC 131 if you have questions on how to reserve a vehicle.
SJU Vehicle Issues: If you there is a problem with your University vehicle and it is not safe to operate, call public safety (610-660-1111). If you experience difficulty with your car while leaving your CPO, please go back into your CPO and wait for public safety there. Make sure you email vehicles@sju.edu when you get back to campus and explain the issue. Please also email your Service Scholars to make them aware of the car issues and the steps you have taken.

Week of October 22nd
- **Registration begins the week of November 5th:** Remember to register for the second part of this two course Service-Learning sequence and keep your service time open. Please do not take another class or schedule work during your service time. If you have an academic conflict with your service time, email Danielle Critelli (Dcritell@sju.edu).
- **Faith-Justice Studies Minor:** The Faith-Justice Studies minor provides students with the opportunity to learn and discuss issues of social justice and faith values through their academic coursework. Your full-year freshmen service-learning course counts for two classes toward the minor. If you are interested in learning more about the minor, please email Dr. Susan Clampet-Lundquist at sclampet@sju.edu. She will be happy to meet with you! Please visit: www.sju.edu/faithjusticestudies for a list of courses.
- **We welcome student enrollment!** Some Service-Learning classes have opportunities for students to join the class for the spring semester. Please encourage your friends to enroll! For more information, please have interested students’ email Ann Marie Jursca Keffer, Faith-Justice Institute Director, at ajursca@sju.edu. They will not be able to enroll in the course until meeting with Ann Marie.
- **Missed service procedure:** Academic work is not an excuse to miss service. Please proactively plan for assignments and studying. Service can be missed because of family emergency, personal illness and inclement weather only. Missed service must be made up at the convenience of the Community Partner Organization.

Week of October 29th
- **Course Registration:** Remember to register for the second part of this two course sequence and keep your service time open. If you have an academic conflict with your service time, please email Danielle Critelli (Dcritell@sju.edu).
- **Faith-Justice Studies Minor:** If you are interested in learning more about the FJS minor, please email Dr. Susan Clampet-Lundquist at sclampet@sju.edu. She will be happy to meet with you! Please visit: www.sju.edu/faithjusticestudies for a list of courses.
- **We welcome student enrollment!** Some Service-Learning classes have opportunities for students to join the class for the spring semester. Please encourage your friends to enroll! Please have interested students email Ann Marie Jursca Keffer, Faith-Justice Institute Director, at ajursca@sju.edu. They will not be able to enroll in the course until meeting with Ann Marie.
- **SJU Vehicle Issues:** If you there is a problem with your University vehicle and it is not safe to operate, call public safety (610-660-1111). If you experience difficulty with your car while leaving your CPO, please go back into your CPO and wait for public safety there. Make sure you email vehicles@sju.edu when you get back to campus and explain the issue. Please also email your Service Scholars to make them aware of the car issues and the steps you have taken.

Week of November 5th
- Spring Course Registration is this week! If you have any questions, please talk to your Service Scholars as soon as possible.
● **Missed service make-ups:** Make sure you set up a time to make up service before the end of the semester. This needs to be done at the convenience of your CPO. If there are 3 or more people in a service group, the other students may still go to service even if one person cannot attend. However, no freshmen service-learning student is permitted to go to service alone. Missed service make-up dates may not occur over breaks or weekends. You will need to reserve a SJU vehicle for the date and time you will make-up service. Please let your Service Scholar know of your vehicle request.

● **Inclement Weather Policy:** In the case of inclement weather on your service day, please visit [www.sju.edu/servicelearningstudents](http://www.sju.edu/servicelearningstudents) and look under *Service-Learning Program Policies & Procedures for Missed Service Procedures and Inclement Weather Policy.*

● **Faith-Justice Studies Minor:** The Faith-Justice minor provides students with the opportunity to learn and discuss issues of social justice and faith values through their academic coursework. Your full-year freshmen service-learning course counts for two classes toward the minor. If you are interested in learning more, please email Dr. Clampet-Lundquist at sclampet@sju.edu.

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**Week of November 12th**

● **Holiday Breaks:** Please be mindful when going to service over these next few weeks that the people at your CPO may be experiencing the holiday season in a different way than you are this year. If a discussion about the holidays comes up, please be thoughtful in your responses and be aware that some of what you may be looking forward to the most may not be able to be experienced by the people at your placements.
  - **Thanksgiving Holiday:** For the Thanksgiving Holiday there will be no service on ending at/after 3:30pm Tuesday, Nov. 20th. Service will begin again on Monday, November 26th. Please email Danielle Critelli (dcritell@sju.edu) with questions.

● **Reflection Meals:** The reflection meals are a time to reflect about your service as a class community outside of the classroom. All students are expected to attend their class reflection meal. The dinner meal will be pasta, meatballs, bread, salad and cookies. The brunch meal will be bagels, fruit, danish, juice and coffee. You are welcome to bring food that meets your specific dietary plan, if needed.

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**Week of November 19th**

● **Thanksgiving Holiday:** There will be no service ending at/after 3:30pm on Tues., Nov. 20th. Service will begin again on Mon., Nov. 26th.

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**Week of November 26th**

● **Missed Service Make-up Dates:** All missed services make-up dates need to be scheduled this week.

● **Talking with the people at your placement about winter break:** Please be sure to tell the people at your CPO when you will be coming back from winter break. Be aware that the people at your CPO may not be getting a break or experiencing the holiday season in the same ways you may be this year. Let them know you will be returning to the CPO in late January.

● **Driving violations:** If a driving violation is sent to the Faith-Justice Institute over break, you will still need to pay the fine and late fees could accrue. If you think you will be receiving a violation over winter break, please come to the Faith-Justice Institute as soon as possible.

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**Week of December 3rd**

● Last day of Service is Friday, December 7th.

*The Faith-Justice Institute Staff is looking forward to working with you in your preparation for service! Please bring your questions to your Service Scholars or come to the Faith-Justice Institute Post Learning Commons Suite 131.*