Welcome to the Semester-Long Service-Learning Experience!

We encourage you to check the 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. You will keep the same community partner organization, service day and time for the entire semester. Going to service with a partner from your class is optional.

- **Community Partner Organization Information:** All of the community partner organizations (CPO) provide students with the opportunity to realize the unique educational and personal benefits that accompany the Service-Learning experience.
  - **Placement Descriptions** provide information on the community partner organizations selected for your class. To locate placement descriptions:
    1. Go to www.sju.edu/servicelearningstudents,
    2. Click on *Semester Courses/Community Partner Organization Placements* under Semester Courses,
    3. Find your class and click on your CPO.

- **Web Registration:** You should have received an email from Ann Marie Keffer outlining how to web register for your placement. If you did not, you will be given this information on the back of your “beginning of the semester checklist.” Web registration is on Thurs., August 30th for 24 hours. Look for the CPOs available for your specific class. If you are having a time conflict, please go to *Post Learning Commons Suite 131* and speak with a Placement Liaison (Student employees of the Faith-Justice Institute). Placement Liaison office hours are located on www.sju.edu/servicelearningstudents. If for some reason you do not web register, you will need to meet with a Placement Liaison by the end of the day on Monday, September 3rd. Remember to think about how you will get to service when signing up for a CPO.

- **Transportation:** You are responsible for your own transportation to and from service. You may want to partner with a student in your class. If you drive your own car, the Faith-Justice Institute nor the University are responsible for the payment of any traffic violations or damage to your vehicle. If you choose to take public transportation, you will need to be back on campus by 6pm. Septa bus tokens will be available to you free of charge twice per semester. Bus tokens will be distributed for the first half of the semester on Thursday, September 20th and Tuesday, September 25th from 11am-1pm in PLC 131. Tokens will be distributed for the second half of the semester on Thursday, October 25th from 11am-1pm in PLC 131.

- **Service-Learning Policy Information:** Please refer to **www.sju.edu/servicelearningstudents** for all service-learning program policies.
• **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 and make sure your voice mailbox is not full.
  o **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 **Monday, September 3rd**.

**Week of September 3rd**

• **Mandatory Placement Awareness Training:** Please attend either Placement Awareness Training (PAT) on Wednesday, September 12th at 4:30pm or Thursday, September 13th at 11am. Trainings will be held in Campion Banquet Hall North or South. If you need to complete clearances for your CPO, you will be directed to a specific room. To find out if you need to complete clearances go to the placement description for your community partner organization found at [www.sju.edu/servicelearningstudents](http://www.sju.edu/servicelearningstudents). 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 PAT due another significant obligation, please email Danielle Critelli, Community Partner Administrator ([Dcritell@sju.edu](mailto:Dcritell@sju.edu)) and write **PAT time Conflict** in the subject heading to schedule your make-up session.

• **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**.

• **Questions?** Please come to PLC 131 during Placement Liaison office hours and a Placement Liaison will be happy to assist you with any service questions.

• **Clearances:** You are responsible for knowing which background clearances are required (see placement description), for completing the clearances and for uploading copies of the clearances to the NEST by **Wednesday, September 19th**. **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](http://www.sju.edu/servicelearningstudents). Further information will be provided at Placement Awareness Training. Make sure to scan and save the clearances on your hard drive for personal reference.
  o **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.
  o **Clearances & Financial hardship:** You will be reimbursed for your clearances if completed on time. If you have a financial hardship in paying for the clearance up front, please email Danielle Critelli ([Dcritell@sju.edu](mailto:Dcritell@sju.edu)) the deadline to submit a request is **Sept. 10th**.
  o **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.
  o **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.
Week of September 10th

- **Do you still need a placement?** If so, you need to go to PLC 131 during Placement Liaison office hours by the end of today.
- **Fingerprinting on campus:** Thursday, September 13th & Friday, September 14th.
- **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 between 11am-1pm to submit for reimbursement.
- **Completed Clearances are due on 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](http://www.sju.edu/servicelearningstudents) for an outline on how to complete and upload your clearances to the NEST.
- **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. This training is mandatory for all volunteers working with children through organizations/schools of the Archdiocese of Philadelphia.
- **Mandatory Placement Awareness Training:** Please attend either Placement Awareness Training (PAT) on Wednesday, September 12th at 4:30pm or Thursday, September 13th at 11am. Trainings will be held in Campion Banquet Hall North or South.
- **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.**

Week of September 17th

- **Service begins next week:** 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.
- **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.
- **SEPTA Bus tokens:** SEPTA bus tokens will be distributed for the first half of the semester on Thurs., Sept. 20th and Tues., Sept. 25th from 11am-1pm in PLC 131. Tokens will be distributed for the second half of the semester on Thursday, October 25th from 11am-1pm in PLC 131.
- **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/servicelearningstudents](http://www.sju.edu/servicelearningstudents)) 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 ([deritell@sju.edu](mailto:deritell@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.
  4. **Remember we are guests** while at the CPO and it is our responsibility to introduce ourselves and be engaging with people we meet.
• **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.

• **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**: 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.

• **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.

**Week of September 24th**

• **Service begins!!**

• **SEPTA Bus tokens**: Tokens will be distributed for the first half of the semester on Tuesday, September 25th from 11am-1pm in PLC 131.

• **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.

• **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 come to PLC 131.

**Week of October 1st & Week of October 8th**

• **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. Please email Danielle Critelli (dcritell@sju.edu), Community Partner Administrator, when you return to campus. Always call the Counseling and Psychological Services (CAPS) at 610-660-1090 for support if needed.

• **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.

• **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. When you get back to campus, please contact a staff member of the Faith-Justice Institute so that we can process the situation with you. You can also 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, you will need to make up service at the CPO’s convenience and before the end of the semester. Please inform your faculty member of your make-up service plan.

- **Missed Service**: Service can be missed because of family emergency, personal illness or inclement weather. The missed service time must be made up at the convenience of the CPO. Academic work is not an excuse to miss service. Please proactively plan for assignments and studying. Make sure to notify your CPO and faculty member (and partner, if applicable) if you need to miss service.

- **SEPTA Bus tokens**: Bus tokens for the second half of the semester will be available on Thursday, October 25th from 11am-1pm in PLC 131.

**Week of October 22nd & Week of October 29th**

- **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. 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](http://www.sju.edu/faithjusticestudies) for a list of courses.

- **SEPTA Bus Transportation Cards**: SEPTA Cards will be distributed for the second half of the semester on Thursday, October 25th from 11am-1pm in PLC 131.

**Week of November 5th**

- **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.

**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 ending at/after 3:30pm on Tuesday. Service will begin again on Monday, November 26th. Please email Danielle Critelli ([dcritell@sju.edu](mailto:dcritell@sju.edu)) with questions.

- **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. If you are interested in learning more, please email Dr. Clampet-Lundquist at sclampet@sju.edu. [www.sju.edu/faithjusticestudies](http://www.sju.edu/faithjusticestudies).

**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.

- **How to say good-bye**: Begin thinking about how you will say good-bye to the people at your placement. Refer to the guide the Faith-Justice Institute will provide you in preparation for your last day at service.
**Week of November 26th**
- **Missed Service Make-up Dates:** All missed services make-up dates need to be scheduled this week and need to be done at the convenience of your CPO. Please inform your faculty member of your make-up service days.

**Week of December 3rd**
- **Last day of Service** is Friday, December 7th.

Remember to **save this document** as you are responsible for this information.

*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.*