Please open the “Quiz and Student Agreement” to fill out throughout the presentation. This form is due at the end of the presentation as it serves as your attendance.
The Faith-Justice Institute

- Founded in 1977
- Promotes social analysis and critical thought around faith and justice issues.
- If interested in learning more, visit www.sju.edu/faithjusticeinstitute

The Faith-Justice Institute Staff

Ann Marie Jursca Keffer, Director, Faith-Justice Institute

Jill Amitrani Welsh, Associate Director

Danielle Critelli, Community Partnerships Administrator
2020-2021 Student Staff Communities: Placement Liaisons

Support you and the placement organizations by building relationships with community partners, collecting attendance, and managing service logistics.

Resources
- Placement Liaison virtual office hours
- Request a PL appointment here
Support you and the Service-Learning faculty in the classroom by facilitating discussions and reflection opportunities, and handling service logistics. You will receive their email addresses in class!
Intent of Service-Learning

Doing Service, Building Community, Sharing Experience
Doing Service, Building Community, Sharing Experience:

- You will build a community with your Community Partner Organization and in the classroom.
- Communities are strengthened by:
  - The diversity of experiences and ideas, and by finding common ground.
  - Fostering the inherent human dignity of each person.
  - Listening without judgment to others’ experiences.
- Each person is an expert at their own life experience and faith journey.
- Our individual cultural lens influences how we engage with others in situations.
- Being aware of our cultural lens helps us be more open to new experiences.
Culture is a lens or filter through which we see the world, and through which others in the world see us. It shapes each of our interactions.

The more people understand the influence of culture on themselves and others, the more effective and open communication can be between them.
Cultural Identities and Listening

Sharon Browning is a lawyer in Philadelphia and leads the JUST Listening Project, which fosters social change and personal transformation through just and effective communication.

Take away: we become habituated to our own cultural identities and believe our way is the only way to do something- making assumptions and affecting our ability to understand each other.

For more information, visit https://justlistening.net/
Thoughts to consider

● What are important factors, experiences, cultural norms, education, etc. that have affected and molded your own cultural lens?

● How do the aspects of your cultural lens
  ○ relate to and vary from others with whom you were raised?
  ○ relate to and vary from your classmates and the SJU community?
  ○ relate to and vary for the community you are serving this year?

Open the Virtual Quiz here!
Please complete and submit at the end of the presentation.
Important logistics for Service-Learning

Service Placement Info, What to Wear, Missed Service Policy, Emergency Protocol
Do you know your Service Placement info?

1. Refer to the service placement/project given to you by your Danielle Critelli or your class Service Scholar/faculty. All projects/placement options are under your course title on the Service-Learning Students website.

2. For Service-Learning, policies, procedures, and Placement Liaison email address and office hour times, go to: www.sju.edu/servicelearningstudents

3. If you:
   - have not been given a placement/have a conflict  
   - want to learn more about your placement  
   - have questions about clearances
   *contact a Placement Liaison for a virtual meeting during office hours.*
What to wear at service:

What to wear to service:

- Your outfit should demonstrate respect for the organization and the people it serves.
- It would be considered a missed service if you were dismissed from service for inappropriate clothing or not meeting requirements.
- Review your placement description for details on required dress-code.

What not to wear at service:

The following articles of clothing are not appropriate for service and will result in a missed service.

Do not wear:
- Tight-fitting clothing
- Low-cut shirts or sweaters
- Any clothing item with inappropriate slogans or images
- Bare midriffs, ripped jeans, or sheer clothing
- Flashy accessories or jewelry
Examples of what is appropriate to wear at service:

Remember to double check with your placement supervisor on your first day of service!
Missed Service Policy

When students do not attend service weekly, partnerships may be damaged due to students’ unreliability. Since service is incorporated in the students’ grade, a student should not be allowed to miss service multiple weeks without consequences to their grade or detailed communication with their faculty member. We also understand in COVID-19 context there may be exceptions but must be in agreement with the faculty member.

Please review the following guidelines regarding missed service:

• Service can be missed because of family emergency, personal illness or faculty approved concern only.
  o Since service is part of class requirements and we encourage students to plan ahead for other major assignments (tests, papers etc), academics are not an excuse to miss service.

• Students in the Freshman Service-Learning classes cannot participate in virtual service alone.
  o However, if there are 3 partners and one person is sick, the other two students should still attend service.

• Service Scholars and Placement Liaisons maintain an attendance log of students’ missed service throughout the school year.
Missed Service Policy

• Students who miss service should email their:
  ○ Faculty member
  ○ Service Scholar
  ○ Placement Liaison

• If there is an appropriate way to make up the service time, the Faith-Justice Institute staff will make arrangements.

• Service is canceled and excused when:
  ○ The University cancels classes or closes.
  ○ The Community Partner Organization closes or cancels services.

• If service is canceled by Danielle Critelli, Community Partnerships Administrator, students will be made aware by email notification sent by Service-Learning Program Staff.
Service-Learning Behaviors, Responsibilities, and Policies

Service-Learning Behaviors and Responsibilities, Community Partner Supervisor, Virtual Policies and Procedures
Listening at service

-How do you listen?
-What prevents you from listening intentionally (without distractions and/or judgement?)
-How can you practice this type of listening?
-Take away: be open to listening to the stories and experiences of the people you encounter at service

For more information, visit https://justlistening.net/
Service-Learning Behaviors and Responsibilities

- Be prepared and be present to the people at your placement. Do not multitask with other programs and browsers open on your computer.
- Take initiative by starting conversations and asking questions.
- Make sure questions are respectful and done after you’ve build a relationship with them.
- Be open to listening to the stories and experiences of the people you encounter.
- Bring questions to your professor, Service Scholars, Supervisor, and Placement Liaisons in virtual office hours.
- Never ask children direct questions about poverty or a situation they may be experiencing.
- After service each week, reflect on what you learned.
Service-Learning Volunteer Policies

- Freshmen Service-Learning students are placed in pairs or small groups for virtual activities. Freshmen students are not allowed to engage in virtual service on their own, and must be “virtually with” their service partners at all time.

- Do not engage in other work “while doing virtual service.” As best as possible, please refrain from eating food while “at service”, unless it is part of an event.

- Do not give out or take money/gifts.

- Do not use your cell phone while “at service” and do not take pictures or record video at any time.

- Do not give out personal contact information, including: phone number, email address, address, social media accounts. Ensure all privacy settings are strong.

- All points of contact (phone calls, Zoom meetings, letters) will be created/provided for you.

- Friendships or romantic relationships with supervisors and people at service are unacceptable.
Community Partner Supervisor

- Know your supervisor’s name before your first week of service.
- Your CPO supervisor serves as your main contact for communication, safety, and questions.
- Each Placement Liaison works with Community Partner supervisors and is aware of the project you are working on.
  - For a list of PL assignments, visit www.sju.edu/servicelearningstudents.
- If you are uncomfortable during your virtual service meetings, please talk to your faculty member, Service Scholar, or Placement Liaison.
- If any individual reports any kind of abuse, notify your supervisor and then email your Service Scholars.
General Policies

- SJU students cannot share private contact information (email, cell, etc.) with individuals in their community contact other than their CPO Supervisor.

- SJU students must maintain the privacy of people they are working with in the virtual realm. Photos, screenshots, or recording of video or audio from virtual sessions is prohibited.

- Relationships with individuals at the community partner organization (CPO) is limited to the service time/project facilitated through the Faith-Justice Institute. Thus, students are not permitted to engage in meetings outside of service or connect via any social media platforms.

- All communication must come through authorized meetings scheduled by the Faith-Justice Institute or service-learning faculty members.

- Friends and roommates are not permitted to join in virtual meetings with community partners.

- If possible try to have your service time in a private/semi-private location away from interruptions and distractions.

- All rescheduling of missed meetings must be approved and coordinated by the Faith-Justice Institute staff and CPO supervisor.
Service through Zoom - Video or Phone Calls Policies and Helpful Hints

● Be an active participant - be engaged or an initiator as appropriate in conversations.

● Use Zoom links provided to you through the Faith-Justice Institute or your Service-Learning Faculty member. Please note, all Zoom calls will have passwords.

● If you are engaging in phone calls with the community, zoom meetings have a phone number CPO participants can utilize.

● All zoom calls will be supervised by SJU and CPO representatives. This includes the monitoring of breakout rooms.

● Be prompt in your call. If you are supposed to call at 3pm, call at 3pm not 3:05pm.

● Keep the conversation going: Ask open ended questions - What, how, why all lead to answers more than a yes or no question. If you are asked a yes or no question consider adding more information to your answer.

● Find things in common - what are the person’s interests? Ask about that every week. Are there current events in the news that you can discuss? What tv shows are of interest?
Service through Zoom - Video or Phone Calls Policies and Helpful Hints

- Virtual meetings will be organized by the Faith-Justice Institute or your faculty member.

- Zoom links will be set up and shared by a Placement Liaison (PL) or embedded in your SL Canvas Course site. The meeting ID and password will be shared with CPO participants.

- Make sure you dress appropriately. Dress as if you were entering the school or community partner organization. You can be asked to leave the call if not appropriately dressed.

- Change your name in Zoom meeting to show your first name only. (Helpful link: https://support.palcs.org/hc/en-us/articles/226794367-Changing-Your-Display-Name-in-Zoom-Rooms)

- Know what your role is (tutoring, mentoring, friendly visitor, etc) and the expectations of the time. If you have questions on this you can contact the PL associated with your Community Partner Organization. PL OFFICE HOURS

- SJU students must maintain the privacy of people they are working with in the virtual realm. Photos, screenshots, or recording of video or audio from virtual sessions is prohibited.

- We suggest and encourage you have your video on during the zoom call as a way to foster engagement.

- If you have technology needs please contact IT through the COVID-19 Technology Needs Form.
Written Correspondence

- Correspondence process will be outlined specific to your service project. If you have questions, please contact the PL assigned to your community partner organization.

- Take into account the people you will be interacting with may have different life experiences than you. Nobody’s life experience is better than another person’s life experience. Remember, everyone is an expert at their own experiences.

- Reread what you have written. Is the language age appropriate? Does it communicate your intentions? Is the content inclusive? Does it ask appropriate questions and/or respond to previous communications?

- Please do not use your SJU or personal email account unless sending documents to an SJU faculty/staff/student. If necessary a gmail or Google classroom account will be created for your class to use in correspondence.
Created Projects

- Research information: Make sure the information you are providing in the videos is relevant and grounded in facts. Be sure to cite sources.

- Images: Choose diverse images, free of copyright restrictions. (i.e. [https://search.creativecommons.org/](https://search.creativecommons.org/), list of links available at [https://onlinenetworkofeducators.org/course-cards/diverse-image-resources/](https://onlinenetworkofeducators.org/course-cards/diverse-image-resources/))

- Review project to make sure it meets project goals, is inclusive and culturally competent and clearly conveys information. Your service team members and faculty member should approve project before share with your Community Partner Organization.
*Not every Community Partner Organization requires clearances for virtual Service-Learning. Please read your project/placement’s description for your specific required clearances, found at www.sju.edu/servicelearningstudents

*Clearance certificates are due to The Nest by 11:59pm on September 17.

You cannot begin/continue with service until complete and approved.

Required Clearances Process

- PA Criminal Background Check,
- PA Child Abuse Clearance,
- SJU Minors on Campus Certificate,
- FBI Fingerprint Clearance,
- Additional assigned by CPO
Clearances:

SJU and your Community Partner Organization requires certain clearances to serve at your placement.

- These may include one or all of the following: PA Criminal Background Check, PA Child Abuse History, FBI Fingerprinting, and SJU Minors on Campus Training Video
- Clearances are important because they keep you and individuals at your placement safe.
- Some placement require TB tests, flu shots, or verification of a recent physical. These can be completed at SJU Health Center.

*Clearances are due to the Nest by 11:59pm on September 17.*

*You cannot begin service until all correct clearance certificates are uploaded to the Nest and turned into your Community Partner Organization supervisor.*
Clearances: Application Process

Three clearances can be completed online!

Instructions can be found at www.sju.edu/servicelearningstudents

1. PA Criminal Record Check: https://epatch.state.pa.us/Home.jsp
2. PA Child Abuse Check: https://www.compass.state.pa.us/cwis/public/home
   ○ The results for this clearance can take up to 14 days, so apply today.
3. SJU Minors on Campus Training Video: https://learn.ue.org/HH0E1593465/SJUProtectingChildren

For these three clearances, your results are accessed online.

- **PA Crim Record**: Use your name, application date, and control number (found in email)
- **PA Child Abuse**: Create Keystone Key username and password.
  - Write down your log-in information for results and print-off.
  - Contact a PL for help! (1) **PL Office Hours** (2) **Request a PL Meeting**
Clearances: FBI Fingerprints Process

1. Create an IdentoGo account
   - Use the **Service Code 1KG6RT** to apply for the clearance (Department of Education)
   - You will need a form of identification to complete this clearance
   - Step by step instructions can be found at [www.sju.edu/servicelearningstudents](http://www.sju.edu/servicelearningstudents)

2. Schedule a fingerprint appointment
   - The Faith-Justice Institute is offering courtesy on-campus fingerprinting appointments for freshmen Service-Learning students on
     - **September 10 and 15, 9:00am-4:00pm, PLC 131**
   - When scheduling your appointment, use a specific Location Access Code: available 9/3
     - *If you miss your appointment, you have to go off-campus for fingerprinting.*
     - *Some locations take walk-ins, but that is not advisable.*
     - *You can log-into your account to access and manage your appointment.*
   - Print registration receipt from nobody@uemail.identogo.com
3. Get your fingerprints taken
   ● Courtesy On-Campus Appointments: **Sept. 10 and 15, 9:00am-4:00pm, PLC 131**
   ● Will need to reference your unique “UEID number”
   ● You will need a debit/credit card or money order to complete the $23.85 payment at the location and time of your fingerprints appointment. Cash is not accepted.
     ○ If paying the cost is a hardship, contact Danielle Critelli in the Faith-Justice Institute, dcritell@sju.edu or 610-660-1334, by September 8.

4. Receiving FBI Fingerprints results (three options)
   1. Results are emailed to you the next day - *The link provided in the email can only be opened once, so only open when you are ready to print/upload!*
   2. Attend a Print-Off appointment with Danielle: **Sept 14 or 16, 10:30-4:30, PLC 221**
      - *Use this Google Form to request a print-off appointment*
   3. Results are mailed to your listed mailing address/available over phone within 2-3 weeks of your appointment.

*Scheduling fingerprint and print-off appointments must be made ahead of time.*
Clearances: FBI Fingerprints Process

5. Reimbursement for cost of Service-Learning fingerprint clearance

- You will be qualified for reimbursement for your appointment cost if you complete both on time:
  - Submit your fingerprint appointment receipt with this Google Form and
  - Upload all correct required clearance certificates to the Nest by 11:59 pm on September 17.
  - Instructions can be found at www.sju.edu/servicelearningstudents

Be proactive and register for fingerprints today. If you have questions, please meet with a Placement Liaison in virtual office hours for help!

(1) PL Office Hours
(2) Request a PL Meeting
Clearances Process: Upload

● Use a safe computer: you will need to save confidential documents
● Have access to a printer: you will need to print one copy of each clearance result for your personal file
● Screenshots of upload process are on the next slide
● Instructions can be found at www.sju.edu/servicelearningstudents
  ○ Medical clearances do not need to be uploaded to the Nest.

*If you do not complete and upload all correct clearance requirements by 11:59pm on September 17, you cannot begin and continue with service until completion.
1. Login to the Nest. On Home Screen scroll down to “Administrative Services” (left)
2. Click on "+Student"
3. Click "Student Clearances"

Clearances Process: Upload

[Image of the Nest's Administrative Services page with an arrow pointing to Student Clearances]

[Image of a webpage showing the Upload Documents section with options for different document types]

- FBI Clearance
- PA Child Abuse Clearance
- PA Criminal Background Check
- Online Mandatory Reporter Training Certificate
- Arrest and conviction report
- Employees of schools waiver
- Statement regarding background clearances
- Tuberculosis screening

Saint Joseph’s University

[Image of a search bar and user interface options]

Upload Documents

I give permission for my documents to be reviewed by select University personnel. Please select the document type and the department that will review your clearances.

Document Type: [Select]
Department: [Select]

[File upload options and department selection]

Faith-Justice Institute, Service-Learning
FBI Fingerprint Clearance
- On campus fingerprinting: September 10 & 15, PLC 131, 9:00am-4:00pm, register for profile and appointment
- Fingerprint result print-off: September 14 and 16, PLC 221, 10:30am-4:30pm, by appointment only. Request form here.
- Submit receipt of fingerprint appointment charge: Sept. 17

PA Criminal Background
Virtual results returned within two days, usually immediately. You must use your full name, date of request, and Control number to access your certificate.

PA Child Abuse Checks
Virtual results usually take up to two weeks to return. You must log into your account to access your result certificate.

SJU Minors on Campus Video
Required of all SJU members to complete when working with minors.

Important:
You must upload the clearance certificate to the Nest, not a screenshot of the website after submitting the clearance.

Due Dates: All correct clearance certificates are due to the Nest by 11:59pm on September 17th for approval.
**Reminders**

- Please check your placement description for required clearances.

- You cannot begin or continue with service until all are uploaded to the Nest and turned into your Community Partner Organization supervisor.

- If you have a question, visit a Placement Liaison.
  
  **-PL Office Hours**
  **-Request a PL Meeting**

**Important Clearance Dates**

**September 8:** Notify Danielle Critelli for financial assistance

**September 10 & 15:** FJI Campus Fingerprinting, 9:00am-4:00pm, Post-Learning Commons 131

**September 14 and 16:** Results print-off, Post-Learning Commons 221, 10:30am-4:30pm, by appointment only, [Request form here](#)

**September 17:** Receipt due for Fingerprints reimbursement, [over Google Form](#).

**September 17:** Deadline for clearances uploaded to the Nest, by 11:59pm.
Reminders

Complete the Service-Learning PAT Quiz/Agreement Form
Before you “leave” today...

- Complete, sign and submit the “Service-Learning Quiz/Personal Agreement”. This serves as your attendance for PAT.
- Download and save the PAT Info Packet to reference this information throughout your Service-Learning class.
- Begin your clearances online and register for on-campus courtesy fingerprinting session.

Before you begin...

- Look up your placement description on the FJI website sju.edu/servicelearningstudents
- Check in with your service partner and exchange contact information ahead of time!
- *Remember: If you do not upload all correct clearance requirements by 11:59 pm on September 17, you cannot continue with service until all are uploaded to the Nest and turned into your Community Partner Organization supervisor.
Service is another text for your learning
These experiences foster human dignity
The FJI Staff is here to support you
Always bring questions and concerns to FJI staff
Attendance and timeliness counts towards class participation
Be present and engaged at service

Resources:
Placement Liaison office hours and emails can be found on our website.
- PL Office Hours
- Request a PL Meeting

FJI Office: 610-660-1334
SJU Public Safety: 610-660-1111
Counseling Center: 610-660-1090

Visit the FJI Service-Learning Website sju.edu/servicelearningstudents
Final notes...

- Fill out and Submit your "Quiz Service-Learning Personal Agreement" and save your results. This serves as your attendance for PAT.

- Save the PAT packet to reference this information throughout your Service-Learning class.

- Begin your clearances online and register for on-campus courtesy fingerprinting session. Find instructions at www.sju.edu/servicelearningstudents