Faculty Support Process: Fall 2018

What does the Office of Service-Learning Do?

Our office supports academic programs that engage students in meaningful service activities with community partners throughout mid-Missouri. We assist faculty in developing course instruction techniques and strategies, implementing service-learning curriculum, facilitating student placement, and providing ongoing support and evaluation throughout the year.

I. INITIAL CLASS VISITS: Service Overview and Student Responsibilities
Members of our staff visit classes to discuss service-learning projects and signing up for their placement orientation meetings. Faculty discuss the class requirement and the purpose of their service assignment, and our staff discusses the support system for their service.

II. PLACEMENT ORIENTATION MEETINGS (POMS): Preparing Students to Serve
We host small group meetings with students to get them started with their service, answer their questions, and discuss expectations, and identify a service site.

FRIDAY COMMUNICATIONS: During placement orientation meetings, you will receive an email every Friday from the service-learning team reviewing any pressing issues concerning the status of students who need faculty response and/or attention.

III. PLACEMENT DEADLINE: Finalizing Student Service Placement
Unless the student has provided documented special challenges, or there are unforeseen barriers to beginning their service, the last day we will place students is September 14th. This date gives students ample time to work with our office to coordinate their service placement and/or contact us if there are any challenges.

IV. ONGOING STUDENT EVALUATIONS: Supporting Students & Troubleshooting as Needed
We will evaluate and support students all semester as needed, and report to you any student progress for your attention and response.

MU Serves Features and Reports:
Through MU Serves, instructors are able to view reports on student status and performance at the beginning, middle, and end of the semester. Features and reports include:

- Students who have attended a POM and service site selections
- Students who have contacted their service site via our automated email system
- Student contracts, both complete and incomplete
- Mid-service evaluation reports, including automatically identified under-performers
- Final evaluation reports, including automatically identified under-performers

Questions or Concerns?
Please let our office know if you have any questions or concerns.

Contact a Service Program Coordinator, for assistance or support.

MU Serves
University of Missouri
http://muserves.missouri.edu