

Community-Engaged Service Learning Capstone

Description:

This capstone project blends academic study with community service, global learning, democratic engagement, and/or community research. Through community-engaged learning, you make connections between research and real-life application. *You must contact and register with Weber State's Center for Community-Engaged Learning (CCEL) in the Shepard Student Union as part of this Capstone Project requirement.* To learn more about the Center of Community Engaged Learning, visit: <https://www.weber.edu/ccel>

Capstone Project Requirements

1. The purpose of your capstone project is to demonstrate what you have learned in your three academic disciplines through volunteer assistance with a local service agency.
2. You must have a specific purpose for your work and describe how you plan to implement and conclude your service—it is not enough to spend time just volunteering. Consider what your project will contribute to the agency in addition to services already provided.
3. Your purpose and implementation steps must be described in your **Capstone Proposal** submitted at the conclusion of BIS 3800. Your Capstone Project committee will approve or make suggestions to your work at that time.
4. You may choose to work with any non-profit agency or educational institution, but your project cannot be affiliated with a religious organization.
5. Your final project must contain a **Methods and Procedures** section so someone else could re-create your learning experience.
6. Your final project must contain a **Literature Review** demonstrating best research and theory for understanding issues you are addressing through your community service.
7. Your final project must contain an **Analysis** of your experience. Here are some questions to guide your thinking: (a) What worked? (b) What did not work? (c) What would you do differently? (d) What skills and knowledge helped you? and (e) Who benefited from your work and how?

The Process:

1. You will be expected to complete the following paperwork **before you start** your volunteer work:
 - a. **Register with the Weber State Center for Community Engaged Learning (CCLE) in the Shepard Student Union to record your hours using Weber Sync. To do this, visit: <https://www.weber.edu/ccel>**
 - b. Prepare your regular BIS proposal for your BIS committee as part of requirements for BIS 3800.
 - c. Complete the **IRB process** if you will be working with human participants, you will have to complete the IRB paperwork for legal coverage. This process takes time, so start early. For more information, go to: <https://www.weber.edu/IRB/>

2. As you **implement your project with a local service agency**, you must:
3. Complete a **CCEL's Volunteer Time Log** that documents your hours and activities with the agency (Contact CCEL for how to do this).
4. Write a **Methods and Procedures** section detailing what you did each day during your project so that another person could replicate your project.
5. Produce a 10 page **Literature Review** addressing all three academic disciplines related to your service endeavors. The purpose is to show how you have used best theory and practice as you have implemented your service project.
6. Provide an **Analysis** of your learning and experience. At the **end of your time with the agency**, you will complete the **Personal and Professional Growth Assessment** with your supervisor at the agency as a way to evaluate your performance.

How to Prepare for Your Capstone Defense:

Write your **Capstone Accompanying Paper** and include these:

- a. **Methods and Procedures** describing the process of implementing and concluding your service learning
- b. **10 page literature review** summarizing key research, theory, and/or application from all three discipline perspectives
- c. **Analysis** of your service learning implementing suggestions listed above
- d. **Appendices** of your CCEL: documents, BIS Service Learning Contract, and Personal and Professional Growth Assessment.

Name of Organization: Site Supervisor's Name: Student's Name:

Dates of Service:

WEBER STATE UNIVERSITY

BIS Community-Engagement Service Learning Contract

With your Site Supervisor, please complete the following contract. Give a copy of this contract to your supervisor, submit a copy to the BIS office, and keep a copy for yourself:

Describe the specific project you will be doing with and for this agency:

How does this project incorporate your three areas of emphases?

Area I:

Area II:

Area III:

What time commitment will you be making to this agency? (The time commitment varies from one agency to another, and you must do enough hours to satisfy the agency and your capstone committee.)

I will volunteer ____ hours a week for ____ weeks. Other comments:

Site Supervisor's signature: _____

Student's signature: _____

Date: _____

Disclaimer Form for BIS Community Engagement Project

I _____ (herein referred to as "Participant") expect and intend to work at _____ (herein referred to as "Site") during _____ semester as a participant in my community engagement project.

The participant understands and acknowledges that there are specific risks of injury to person and/or property that are associated with activities that take place off campus, including, but not limited to, risks related to travel hazards, terrain, weather, and other circumstances. The participant specifically agrees to and voluntarily assumes the risk of such injuries, and hereby certifies and represents that the participant will arrange for appropriate personal accident/health insurance coverage during this semester.

The participant understands and acknowledges that Weber State University assumes no liability for personal injuries or property damages to participants or to third persons arising out of the service-learning project, except to the extent that such liability is imposed by law, including the Utah Governmental Immunity Act (Utah Code Annotated 63-30-1 et seq). Participant agrees to indemnify and to hold Weber State harmless from any liability arising out of the acts or omissions of participants during any such visits to the service site, subject to any limitations or restrictions against such indemnification that are imposed by law.

Date _____ Signed _____

BIS Personal and Professional Growth Assessment

(To be completed by the Agency representative)

Student's Name _____ Date _____

Agency _____ Semester/year _____

Part I: Please assess each trait with the following numerical rating:

4 = Always 3 = Frequently 2 = Usually 1 = Infrequently 0 = Never

1. Initiative – Demonstrates motivation/enthusiasm; expresses willingness to perform tasks and assignments independently.

Rating _____

2. Attitude – Shows receptivity to suggestions or corrections, exercises self-control, and demonstrates interest in task performance.

Rating _____

3. Dependability – Completes all projects and is available for supervision and additional educational interchange.

Rating _____

4. Team Participation – Demonstrates ability to work with others; including cooperation, courtesy, acceptance of supervision and consideration for feelings and interest of co-workers.

Rating _____

5. Professional Judgment – Exhibits logical thought in making decisions and recommendations and demonstrates respect for confidential information.

Rating _____

6. Relationship with Clients and Residents – Responsive to client needs, is courteous, establishes good rapport and can adapt to accommodate differing conditions.

Rating _____

7. Attendance and Punctuality – Present when scheduled at site without absence and/or tardiness.

Rating _____

8. Professional Appearance – Appropriately dressed and maintains a professional image.

Rating _____

9. Organizational Responsibility – Accepts and complies with organizational policies, procedures, and directives of the institution.

Rating _____

10. Efficiency – Evaluates needs of the agency and client and demonstrates efficient, compassionate performance in meeting those needs.

Rating _____

11. Use of Education – To what extent was classroom information applied and used within this service-learning experience?

Rating _____

PART II: Supervisor Comments:

1. Student strengths _____

2. Any areas in which improvement is needed _____

3. Other comments or suggestions _____

PART III. We have discussed and reviewed this assessment:

Signature—BIS Student

Date

Signature—Community Engagement Supervisor

Date