**Education Division**

#### Service Learning Component

###### Rationale

Having “Architects of the Future” as the philosophical framework of its teacher education preparation program, opportunities to develop civic responsibility, promote social justice, and develop realistic applications of disciplinary skills are criteria stressed by West Virginia University Parkersburg. Service learning methodologies provide the vehicle to enhance these aspects of our conceptual framework.

As one criterion for meeting eligibility to be recommended for licensure, the teacher candidate will complete a minimum of seventy-five (75) documented clock hours of approved service learning activities to be completed during the freshman and sophomore years. The teacher candidate cannot be reimbursed/paid for these activities. No more than five agencies may be used to dispatch these criteria. Satisfactory completion will constitute one criterion for admission to a program of teacher preparation.

**Procedure**

1.0 The teacher candidate will be instructed in service learning requirements as a unit of instruction in Education 100.

1.1 A signed agreement will be completed by each teacher candidate indicating his or her understanding of the requirement (original copy to student file; carbon copy to teacher candidate.)

1.2 A written plan of how they intend to complete the requirement and how they will grow in the philosophical framework will be an evaluation criterion for satisfactory completion of Education 100.

1.3 Written permission must be obtained from organization/agency.

1.4 Teacher candidate must secure approval from their EDUC 100 instructor or education advisor for the service learning activity before implementation.

2.0 A minimum of seventy-five (75) clock hours of approved service learning activities will be reflected in the Application for Elementary Education Program, required for admission to program.

#### *West Virginia University Parkersburg*

***Education Division***

***Service Learning Approval Form***

Name *(Print Name)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plan for 75 hours’ service learning activities are found to be

**□** SATISFACTORY

**□** UNSATISFACTORY

Signature of Education 100 Instructor or Advisor Date

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

*(Agency/Organization)* grants permission for

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Teacher Candidate Name)*

to fulfill service learning requirements at this location.

Agency Head Signature/Title Date

**\***Typed plan attached

***West Virginia University Parkersburg***

***Education Division***

***Service Learning Time Sheet***

Teacher Candidate’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beginning Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ending Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Mo/Day/Yr | **Start & End Time** | Total TimeEach Day | Mo/Day/Yr | | **Start & End Time** | Total Time **Each Day** |
| *Ex. 5-1-13* | *2:00-3:30* | *1.5* |  |  | |  |
|  |  |  |  |  | |  |
|  |  |  |  |  | |  |
|  |  |  |  |  | |  |
|  |  |  |  |  | |  |
|  |  |  |  |  | |  |
|  |  |  |  |  | |  |
|  |  |  |  |  | |  |
|  |  |  |  |  | |  |
|  |  |  |  |  | |  |
|  |  |  |  |  | |  |
|  |  |  |  |  | |  |
|  |  |  |  |  | |  |
|  |  |  |  |  | |  |
|  |  |  |  |  | |  |
|  |  |  |  |  | |  |

**Total Hours:**

**Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***West Virginia University Parkersburg***

***Education Division***

***Supplemental Service Learning Time Sheet***

Please accept this documentation as a supplement to my service learning hours. I understand that I may have up to 15 supplemental hours that are not included as part of my service learning plan. I have attached documentation (event program, flier, etc.), a summary of my experience as well as a supervisor signature.

Teacher Candidate’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beginning Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prior Approval by Education Faculty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Summary of Experience:

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_