The first step in meeting your service learning requirement is to volunteer with an organization in your community for a minimum of 20 hours for returning students and a minimum of 15 hours for new students. To document your service use the Edison Documentation Sheet for Service Learning. Final Documentation is due 10 January 2020.

The second requirement for service learning is to reflect on your experiences. You can do this by writing a paper or preparing a power point. The following information applies to a written paper. If you choose an alternative form to present your reflections, they need to address the same questions as the paper. Reflections are due 7 February 2020 and need to be turned in to advisors.

Your paper should be formatted in the following way:

The purpose of your paper/project is to reflect on your service learning experience. You need to include a paragraph response for each of the following question sets. Read them carefully so you understand what each section is asking for. You are encouraged to go beyond these minimum requirements. If you did service learning at more than one location, you may either choose your favorite job, or you may describe more than one experience by extending your paper.

Your paper should be formatted in the following way:
- Be a minimum of 2 pages long
- Have 1” margins
- Be in Times New Roman font, size 12
- Be double spaced, single spaced heading
- Have your name, grade, and date in the upper left hand corner

I. Paragraph 1 (Introduction):
   a. What was the name of the organization?
   b. Describe the organization, place or activity where you performed your service learning.
   c. Where was your service learning located?
   d. What do they do? (think physically)
   e. Who do they serve?
   f. What is their mission?

II. Paragraph 2 (Body):
   a. Why did you choose this as your service learning experience?
   b. What interested you about doing your service learning there?
   c. Are there other programs that do similar work? If so, why did you choose this one?
   d. How did you find out about the program?

III. Paragraph 3 (Body):
   a. What were your first impressions when you arrived to do your service learning?
   b. What were you most unsure about or not looking forward to?
   c. Did you have concerns about trying this new experience?
   d. What prior experiences helped you feel less worried about taking on this assignment?

IV. Paragraph 4 (Body):
   a. What were you most excited about?
   b. What were you hopeful for?
c. How did your experience match your expectations

V. Paragraph 5 (Body):
   a. What were your specific job requirements?
   b. What other jobs were being done at the facility?
   c. Are there other duties you might want to try in the future at this location?

VI. Paragraph 6 (Body):
   a. What were your goals in taking on this service position?
   b. Did you just hope to complete your required hours, or did you hope to help others?
   c. Did you hope to gain job experience, learn some new skills, or add to your resume and college applications?
   d. Did you accomplish these goals?

VII. Paragraph 7 (Body):
   a. Describe either a person you admired or an experience you had that you thought were interesting.
   b. What was that experience like?
   c. Why did that person deserve your admiration?
   d. What do you have in common with this person?

VIII. Paragraph 8 (Conclusion):
   a. What have you learned about yourself during this experience?
   b. Why do you think that this organization is important?
   c. Is this what you expected to learn?
   d. Will you work with this organization again, why/why not?
   e. What kind of volunteer work will you do in the future
EXAMPLE OF A PAPER REFLECTING ON A SERVICE LEARNING EXPERIENCE

I never knew that volunteering to help others could be so much fun! I chose to do my service learning experience at the Ronald McDonald House. Ronald McDonald House is a home away from home for families of seriously ill children who must travel to Portland for medical care. I was assigned to the Ronald McDonald House at Emanuel Hospital. There is also a house up at Oregon Health Sciences University. I worked with a group of other volunteers preparing a dinner for the families that were staying there. This was all part of “Join Hands Day” which is a national event that encourages volunteering. *(Note: this is paragraph 1)*

I choose to work at the Ronald McDonald House because I have a cousin that has leukemia. My cousin lives in Prineville, and when he had to come to Portland to get chemotherapy, his family stayed at the house at OHSU. I thought if I could help, it would bring me closer to my cousin because his family had to go through some trying times while he was getting treatment. I think I am also interested in the medical field. It would be interesting to understand what families go through when they have a seriously ill child. *(Note: this is paragraph 2)*

I have to admit that I was nervous when I was getting ready to go to my volunteer experience. I didn’t know if people would be happy or sad, or if they would even like me. I thought that maybe I would have to know how to cook a fancy meal. I found out that I was going to work as part of a team and do parts of meal preparation that I could do. That helped me to relax once I arrived. I remember that I was really looking forward to seeing what the house looked like, and if it was a comfortable place. I really hoped I would learn more about what families’ go through when dealing with illness. I also hoped that I would get some good experience working as part of a team. *(Note: this is paragraph 3 and 4 combined)*

When I got there, I met Mrs. Smith, who was the meal coordinator. She assigned me to work with the group that was preparing the salad. I had to chop lettuce, celery, and tomatoes. I
worked with two other people, Jim and Sue, who had volunteered for Ronald McDonald House several times. I also had to set the table, pour milk, and set the desserts at each place. After the meal was complete, I had to clear the tables and help with the dishwashing. Once all the residents were served, I also was able to eat and sit at a table with some of the residents. They asked me my name and where I was from. I found out about their families and where they were from. (Note: this is paragraph 5)

As I said earlier, I choose to work at the Ronald McDonald House because I have a cousin that has leukemia. My goals were to be helpful and learn about what it’s like to work around people who are experiencing serious illnesses. I also had a goal of seeing if I liked doing that kind of volunteering. I found out that it was a more fun than I had previously thought. At dinner, people were happy and in good moods. I thought that was amazing and that I was a part of it. I think I met all of my goals and probably a few more that I didn’t even think of! (Note: this is paragraph 6)

I thought the most interesting person I met was Mrs. Smith, the meal coordinator. She does this kind of work everyday and she was very positive. She had a husband who died of cancer and decided that she wanted to work helping others. She was lucky because she used to work in a school cafeteria and got this job instead. She was very funny and always helpful. I also thought the family I sat with was very interesting. I can’t remember their names, but they had very positive attitudes. (Note: this is paragraph 7)

In conclusion, I am very glad I chose this experience. I learned that I am really good at working with people and being helpful. I learned that you have to have a positive attitude to deal with serious illnesses. I also learned that if Ronald McDonald House didn’t exist, these families would have nowhere to stay. I would recommend this to anyone! (Note: this is paragraph 8, the conclusion)