

## Convocation Service Learning Form

to request Convocation credit for participation in approved service learning projects.

### Criteria:

- A service learning project is subject to the same policies and procedures as other convocation programming.
- The service learning project must be connected to a group representing Samford and sponsored by a faculty or staff person who submits a Convocation Proposal Form two weeks in advance of the project.
- The project must seek intentionally to integrate Christian faith and learning.
- The service learning project cannot offer the student remuneration of any kind (money, goods, services, community service credit for another organization, etc.).
- Faculty members are encouraged to submit Convocation proposals for course based service-learning projects. In other words, a student may receive course credit and convocation credit for participating in an approved service-learning project. The sponsoring faculty or staff member must carefully track and verify student attendance.
- The service learning project must be open to all Samford students, except in the case of projects connected to specific courses for which students must enroll in advance.
- A student can receive a maximum of 5 credits per project and no more than 20 credits overall for service learning. Service learning credits are not awarded on a credit-per-hour basis, but rather each project will be assigned a credit value as part of the project approval process. The student may then earn the credit only by participating in the entire project. Students who arrive late or leave early will not receive credit.
- This form must be completed and returned to University Ministries prior to the end of the semester in which you participated in the community service. Graduating seniors must submit this form two weeks prior to the end of the semester in order to be cleared for graduation.

### Service Details:

Name: \_\_\_\_\_ Barcode or ID#: \_\_\_\_\_ Graduating Senior? \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Credits requested: \_\_\_\_\_

Identify the service learning project in which you participated and its sponsor: \_\_\_\_\_

\_\_\_\_\_

What were the dates, times, and locations of service: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Validation:

We attest that the information on this form is true and accurate.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty/Staff Sponsor

\_\_\_\_\_  
Date

Reflection:

In order to receive Convocation credit, you must thoroughly and thoughtfully answer the following questions:

1. How did this project help you connect your personal faith, beliefs and values to the needs of those around you?

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2. How did this project affect the people you served? \_\_\_\_\_

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Submit this form to the Office of University Ministries, Burns 203  
Samford University, 800 Lakeshore Drive, Birmingham, AL 35229-2215  
Fax#: (205) 726-2822

Office use only:	Date form submitted: _____	Received by: _____
Notes:		