

Independent Project Template

Teacher: _____

Class: _____

Assignment #1: Problem Statement

Due Date: _____

Provide a one-page description of the problem you will address in your independent or small group service-learning project. Your first paragraph should describe the problem. The second paragraph should describe the manifestations of this problem in Chicago. The third paragraph should be a statement of why you have chosen this particular problem. The fourth paragraph should be your proposal for action to address this problem. What do you intend to do to work on this problem? Your final paragraph should describe the link between our work in this classroom and the problem.

Assignment #2: Organizational Analysis

Due Date: _____

Develop a 1-2 page paper about the organization you will be working with to address this problem. You will need to show evidence that you interviewed at least one person in completing this assignment. The paper should include the following components:

- Name of organization
- Contact person and his/her job
- Overview of the organization
- Brief history of the organization
- Programs of the organization
- Strategies the organization uses to address the problem

Assignment #3: Action Description

Due Date: _____

Develop a 1-2 page paper describing the service or action that you took with your partner organization. Your paper should provide an overview of the program or project you worked on, what you did, what you learned, who you worked with or built relationships with, and how your attitudes or perceptions changed as a result of your work. You should also include a deeper description of the problem from your first assignment and how you have come to understand the dimensions of the problem differently. You should make a proposal to address this problem at a policy level. What new law or policy would need to be created in order to address this problem?

Assignment #4: Final Report

Due Date: _____

Your final report should reflect what you did and what you learned over the course of your service/action project. You can create a slide show, art project, video, multi-media presentation, or final paper that documents the problem and its dimensions, your work or contribution to solving the project, who is impacted by the problem and how, and what is happening to address the problem or, conversely, to make the problem worse. Your report should tie in specific readings, assignments, or course materials from our class this year. Your report should demonstrate that you have gained evidence from at least four separate sources (website, magazine, newspaper, interview, organizational literature, etc.) You will need to lead a five-minute presentation of your project to the class.

Pre-Service Preparation

Before you begin working on a Service Learning project, it is important to prepare yourself for the experience. Please complete this form before your Service Learning experience.

Name: _____

Date: _____

School: _____

Division: _____

Briefly describe the Service Learning project and your role in it:

Describe the organization where you will be working:

Discuss the problem or need you will address during your service. Why is this work important?

What do you hope to learn from this experience?

about yourself?

about the organization?

about your community?

about the issue?

SERVICE LEARNING AGREEMENT
Chicago Public Schools

Name: _____ Home Phone: _____

School: _____ Division # _____

Home Address: _____ Zip Code: _____

Site/Project Name: _____

Site Address: _____ Zip Code: _____

Site Contact Name: _____ Title: _____

Site Phone: _____ Project Date(s): _____

Basic responsibilities: _____

I, the above student, have elected to provide service at the above site. I agree to abide by the regulations/ policies of this site and the Chicago Public Schools and to provide to the best of my ability the tasks specified in this agreement. I agree to call the site in advance if I am detained for any reason. *Failure to do so may result in termination of this agreement.*

Student signature _____ Date _____

This site agrees to accept the services of the student as specified and to provide meaningful tasks for this student. In exchange for services rendered, this agency will train, supervise and evaluate the student. We will not expect the student to participate in activities that would be considered unsafe for the age and experience of the student. This is to acknowledge that we ___ do ___ do not (check one) provide general liability insurance protecting the student when he/she is involved in this service project.

Site contact signature _____ Date _____

I, the parent/legal guardian of the above student, approve his/her participation at this site and agree to lend support and encouragement to my child in the service he/she will render to the site we have chosen. I accept responsibility for my child's transportation to and from the site.

Parent/guardian signature _____ Date _____

MEDICAL RELEASE INFORMATION

If the parent/guardian is unavailable, please notify the emergency contact person below:

Name: _____ Phone: _____

The student has my permission to be transported and treated by any doctor assigned by the service site in an emergency or accident.

Parent/guardian signature _____ Date _____

Please return this form to your Service Learning Coach.

Post-Service Reflection

In order for your Service Learning hours to be registered, you will need to complete a reflection essay of 1-2 pages in length. Choose one or more of the following questions to guide your essay. When you have completed the essay, give it to your Service Learning coach or classroom teacher.

1. Choose three words that best describe your Service Learning experience, and develop an essay around these words.
2. Think back to your attitude about Service Learning prior to your experience. Did your experience change or confirm your attitude? Describe your experiences as you answer this question.
3. Based on your Service Learning experience, discuss the problems that your project/placement site addressed. What do you think might be a good way to solve the problems that your service organization addresses? How did you address these issues during your project? Did your project address a symptom or a root cause?
4. How is your service organization important to the people it serves? What changes would you suggest to the director or the Board of Directors? What was your role in the agency's delivery of services?
5. Do you have more or less sympathy/understanding for the problem you addressed than you did before your Service Learning experience?
6. Did you take risks or did you play it safe during this experience? Were you challenged? Did you grow in any way? Did this experience impact the way that you see yourself or the world?
7. What was the best experience during your Service Learning project? What was the worst experience? How would you approach this project or another project differently next time?
8. Did the Service Learning experience impact the way that you are thinking about potential careers? If so, how? Describe what you did during your experience, to what issues you were exposed, the skills you gained, and/or the discussions you had that impacted your thinking about careers.

If you would like the Service Learning Initiative to consider your reflection for posting on the Chicago Public Schools' website, please attach a copy of the reflection essay and sign and date below. Please request that your Service Learning coach fax your reflection to Jon Schmidt at 3-2148.

Student's Name: _____

School: _____

Date: _____

Signature: _____

SERVICE LEARNING TIME SHEET

Chicago Public Schools

Name: _____ Home Phone: _____
 Home Address: _____ Zip Code: _____
 School: _____ Division #: _____
 Site/Project Name: _____

DATE	TIME IN	TIME OUT	TOTAL HOURS	Supervisor's signature
TOTAL HOURS ON THIS SHEET				

Received: _____ Date: _____

Service Learning Coach signature
 Please return this sheet to your Service Learning Coach.