

Community Service Alternative Assessment Portfolio Application and Requirements

Alternative Assessment Portfolio

The Alternative Assessment Portfolio provides students with the opportunity to demonstrate their comprehension of the Community Service General Education requirement at La Verne.

The Community Service General Education requirement at the University of La Verne fosters the development of self-reflection, civically engaged leaders and responsive community participants through reciprocal service and learning. Community service is understood to be a minimum of 20 hours of unpaid, active participation assisting a community organization in the achievement of its goals, not simply observing the work of the organization.

Learning Outcomes for Community Service

Students will be able to:

1. Reflect on service as a component of civically engaged leadership, community engagement, and social responsibility.
2. Demonstrate reciprocity and responsiveness in volunteer service with a community organization.
3. Describe and analyze the social issues relevant to the community organization.

Submission Process:

IMPORTANT: Alternative Assessment portfolios must be submitted one semester or two terms before completion of the degree. Portfolios will be denied if submitted during the student's final semester/term. There is a \$50 non-refundable fee for this assessment. All University of La Verne students, including ROC, CAPA, Online and traditional-age students will follow the same Alternative Assessment guidelines.

Reason for Deadline:

If the Alternative Assessment Portfolio is denied, the student will be notified of this decision in time to register for a LVE 305 course during the student's last semester/term at La Verne, thus, not delaying the anticipated graduation date.

ALL University of La Verne students, including ROC, CAPA, Online and traditional-age students should submit their portfolio via mail or online using the following link: <http://laverne.givepulse.com/survey/take/iZSzi3hEuJo6zdmY6CV>

Mailed portfolios should be submitted by 5:00 P.M. on or before the due date to the University of La Verne, ATTN: Office of Civic and Community Engagement, Ludwick Center, Suite 119, 1950 Third Street, La Verne, CA 91750.

Regional and Online Campuses Students, including CAPA - Deadlines for Alternative Portfolio Submission:

Expected Degree Completion Date (Semester/Term)	Deadline to Submit Portfolio to OCCE:
Fall Semester/Term or January Term	August 1 st
Winter Term (March)	November 15 th
Spring Semester/Term	February 15 th
Summer Semester/Term	April 1 st

Traditional Undergraduate Students - Deadlines for Alternative Portfolio Submission:

Expected Degree Completion Date (Semester/Term)	Deadline to Submit Portfolio to OCCE:
Fall Semester/ January Term	August 1 st
Spring Semester	October 2 nd
Summer Semester	September 2 nd

Application for Alternative Assessment Portfolio for Community Service

Name	ID Number
Advisor Name	Campus Location
Date	Preferred Phone Number
La Verne Email Address	

Alternative Assessment Portfolio Requirements:

Attach all the listed documents below to this request form before submission.

- 1. Receipt of \$50 assessment fee payment** *See attached fee payment instructions*
- 2. A copy of the organization’s mission and vision statement**
- 3. Verification of 20 hours of unpaid community service completed within the past year.** Some exceptions for service completed between one- two years will be given based on the extensive documentation of service provided and through the integration of the service experience into the essay. *Students who have already completed 20 hours of unpaid community service in one community organization within the past two years from the date of application for alternative assessment may be able to meet the Community Service general education requirement. **Exceptions to the unpaid requirement will be made for active duty military personnel who are not given release time, but who participate in community service while on duty.*

Please ask your organization’s supervisor to write a letter verifying the number of hours you served as well as detailing how you actively assisted the organization. The letter must be on the organization’s letterhead and include a signature, a business card, and the organization’s brochure. The letter should be placed in a sealed envelope with the supervisor’s signature across the seal and included in the submission package.

*Note: The organization will be contacted to verify the service. **Due to the current pandemic, exceptions will be made to the sealed envelope and signature request.*

- 4. Reflection Essay: Considering Community Service** (typed, double-spaced, eight to ten- page minimum and include a bibliography)

Portfolio Assessment:

Decisions will be made approximately 35 business days from the date of submission. Students will be notified by email whether the portfolio has been approved or denied. If approved, the result will be submitted to the Registrar’s Office and designated as having met the Community Service General Education requirement.

- I understand that the decision of the Alternative Assessment Portfolio review is final and there is no appeal. My signature confirms that I have read all of the portfolio requirements, including the deadlines to submit the Alternative Assessment.**

Expected Graduation Semester/Term and Year: _____ **Date:** _____

Student Signature: _____

Alternative Assessment Portfolio for Community Service Fee Payment Instructions

To pay online by e-check, debit or credit card, visit the MyLaVerne Portal

Please follow the process below to pay your Community Service Alternative Assessment Fee online.

1. Click on the **La Verne Portal** and login with your user name and email password.
2. Click on **Financial Aid & Student Accounts**
3. Click on **Student Account Services**
4. Click on the **My Student Account Center**
5. Click on **Make a Payment** (you will have a variety of fee options to choose from)
 - a. Click on **Pending Charge**
 - b. Select the **Semester/Term** you want to make the payment towards
 - c. Enter the amount of the **price - \$50**
 - d. Select **Add to Cart**
 - e. Review the **Cart**
 - f. Select **Checkout**
 - g. Enter payment information, **Continue Checkout**
6. Confirm payment information and **Submit Payment**
7. **Once finished...**
 - a. **Please attach a copy of the receipt to the Request for Alternative Assessment for Community Service for form.**

AND

- b. **Please email Student Accounts at stuacct@laverne.edu and your Academic Advisor with the following information:**
 - Your Name
 - Campus Location
 - Last four digits of your student ID#
 - Purpose of payment (Alternative Assessment Community Service)
 - Amount of payment
8. **Unit Option**
 - a. Students seeking one academic unit must pay the university course fee. No academic unit is awarded if the student only pays the \$50 assessment fee.

Reflection Essay Prompt: Drawing upon your community service experience, write a minimum eight to ten page, doubled- spaced essay reflecting on community service as one of the four core values of the University of La Verne. The essay is an academically grounded requirement; therefore, include references from at least six reading resources, particularly the *What is Asset Based Community Development* article, located on the Office of Civic and Community Engagement website under the Alternative Assessment section. State how an Asset Based Community Development approach, self-reflection, and reciprocity are central components of an academic community service. Further guidelines follow:

This assignment combines several elements, focusing on detailed examples of your experiences connected to thoughtful reflection. This is not an essay that defines terms or proves that you have done your Community Service hours. The goal, rather, is to use your specific experiences for a deeply considered reflection on both the organization with which you engaged and the population it serves. Then, consider even more broadly the general concept of service to the community and the reciprocal relationship that developed while serving the organization.

In approaching the essay, thoughtfully integrate the following:

- Your understanding of what it means to be engaged in your community;
- Limitations and benefits of community service;
- How and why community service should or should not be a greater part of our societal values;
- An understanding of the Community Service organization’s role in meeting the needs of the community and how it meets those needs;
- The challenges faced by Community Service organizations;
- A full understanding of the needs of the population student has served;
- How the service experience has impacted/affected/changed your views of serving others, since you completed the service; and
- An understanding of Asset Based Community Development model as related to a deficit based model and asset based approach

NOTE: Correct application of grammar/Standard American English and spelling is required for meeting approved status.

Things to Consider

(Self-evaluation of your essay before submission)

Approved

- Reflections apply to society, not just self
- Reflection essay is focused and clearly written
- Examples are specific and detailed
- Paragraphs are focused.
- Thorough consideration of concept of service set forth by University
- Detailed discussion of service’s impact upon self
- Explicit understanding of community organization and its served population
- Understanding of Asset Based Community Development model
- Demonstrates working knowledge of academic community service literature.
- Bibliography with at least six readings resources from the OCCE website.

Denied

- Reflections are narrow and apply only to self
- Reflection essay is unclear or strays from main ideas
- Many examples are vague and non-specific
- Paragraphs lack focus/clear relation to main idea
- Idea of service considered in inexplicit ways
- Vague/missing discussion of impact upon self
- Understanding of community organization and served population is vague
- Grasp of Asset Based Community Development unclear or not addressed
- Academic understanding of community service literature vague or not addressed.
- Incomplete Bibliography