



## ***Incarnate Word Academy: Service Learning Program***

*"Be compassionate as your heavenly Father is compassionate.*

*Anyone who desires to come to me will hear my words and put them into practice." (Luke 6:36,47)*

Incarnate Word Academy is an educational institution dedicated to Jesus, the Incarnate Word. Each student is required to participate in a service learning project to develop growth in Catholic Social Teaching.

*\*See Parent/Student Handbook for more information regarding this requirement.*

### **GOALS:**

- To serve as women for others, conscious of the needs of the local community, especially the most vulnerable and disadvantaged in our society
- To develop a deeper understanding of Catholic social teaching
- To practice and develop skills of leadership and character

### **OVERVIEW OF SERVICE REQUIREMENTS:**

- Each student will serve a minimum of **75 hours** to be eligible for graduation.
- A minimum of **60 hours must be considered direct** (at a selected service site).
- The **remaining 15 hours may be indirect** (service done outside of her selected service site).
- All completed and signed Service Hours Record Form(s) must be turned in to the Campus Minister by the appropriate deadlines.
- By **December 13<sup>th</sup>** of her Senior year, each student will have completed a **service learning portfolio** showcasing her service and application of Catholic Social Teaching.

### **Freshman Year:**

- Each student will meet individually with the Campus Minister during second semester to discuss her service hour goals for her time at IWA. Students will be encouraged to select a social justice issue to which she will commit to complete her hours and will be given direction on contacting her service site.
- **15 hours** of service, along with the Declaration of Direct Hours, will be due to the Campus Ministry office by **May 1<sup>st</sup>**.

### **Sophomore & Junior Years:**

- The student will continue with her service plan and work towards developing a leadership role at the agency/event she has committed to serving.
- **30 hours** of service EACH YEAR, logging their hours of service in the provided appropriate application. The 30 years of service are due by **May 1<sup>st</sup>** during Sophomore & Junior year respectively. A total of **60 hours** of direct service is due by May 1st of a student's Junior year.

### **Senior Year:**

- The student is encouraged to continue to earn service hours at her site, making a larger impact in the community she serves.
- She will be required to complete a service learning portfolio connecting her service experiences with Catholic Social Teaching as the final project for the Theology IV course. The culmination of this portfolio will be due by the end of her fall semester senior year, on **December 13<sup>th</sup>**.

**Indirect Hours:** Any hours completed outside of the above chosen service plan. All indirect hours must meet the guidelines for service as stated below.

**Direct Hours:** 60 hours of service focused on one specific social justice issue and corresponding agency/event.

**OUTLINE OF SERVICE DEADLINES:**

December 13<sup>th</sup> Senior service learning portfolio due In Theology

May 1<sup>st</sup> All Service Hour due:

- Freshman = 15hrs
- Sophomore= 30hrs
- Junior= 30hrs

\* The above is the minimum per academic year. Students may complete hours before the posted dates.

\* **60 of the 75 hours must be considered direct hours.**

\* All hours (direct and indirect) **must be completed by May 1<sup>st</sup> of the student's junior year.**

**GUIDELINES FOR SELECTING A SERVICE AGENCY:**

For this program, service must reach beyond helping family and friends and be focused on addressing a particular social need within our community. Each site/service plan must be pre-approved at the discretion of the Campus Minister, freshman year. When selecting an organization, students should keep in mind any limitations that may affect their commitment. School, extra-curricular activities, summer school, vacation, family and work must not be overlooked.

- Your service MUST be totally **voluntary, direct, hands on**, service to those being served. All service must be completed through an approved non-profit agency or organization.
- Direct service includes working with agencies/organizations who serve people who:
  - Fall below the US established poverty line
  - Are hospitalized due to life-threatening illness
  - Serve in the military or are the direct family members of those who serve in the military
  - Are incapacitated at any age and must depend on the assistance of a care facility to meet their basic needs,
  - Are cognitively or physically challenged, or whose school cannot afford to meet the learning needs of their students.
- Direct service may also include working with agencies/organizations involved:
  - The hands-on care of animals in shelters
  - In working to reclaim the imbalanced ecology.
  - In the teaching of the faith through retreat leadership and Vacation Bible School.
- A student should consider service sites in which she is passionate about and at which she can develop as a leader.

*Note: If you have questions about the service that you would like to perform, please get approval from the Campus Minister before you begin.*

**DELINQUENCY IN COMPLETING HOURS**

Completion of the service learning program in full (75 hours of service and a service portfolio) by December 13<sup>th</sup> of the student's senior year is a requirement to be eligible for graduation.

*All forms can be downloaded from the Campus Ministry page or from the Campus Minister's office.*