

Hart Hall Global Living & Learning Center
IST 190/390 Community Service Criteria, Requirements, and Guidelines

Community service is defined as a voluntary, nonpaid service that is identified as designed to improve the quality of life for community (building, campus, community, or abroad) residents or to solve particular problems related to their needs. Students must provide 10 hours of services that are designed to improve the quality of life for community residents or to solve particular problems related to their needs. The IST program may use its discretion to determine what jobs provide service to the community within these guidelines.

Community Service Criteria: What qualifies as Community Service?

Community Service projects must be:

- Services that are voluntary- you do not get paid
- Services that you are not already getting credit for in another course, program, student organization, or other requirement.
- Services that you do not directly benefit from- they must be services to others. Promoting or fundraising for your own club/organization is serving yourself. Working through an organization in service projects to the community is acceptable.
- Similarly, to receive credit these services cannot be provided to exclusively your friends or family.
- Supervised. You cannot sign hours for yourself with no verification or supervisor.

To be counted for IST credit for a given semester, these hours must be completed within the given semester and within the IST deadlines (at least 5 hours before the first deadline, and 10 before the second deadline).

Hart GLLC IST Policy on Hosting Prospective Students

- In keeping with the community service policy of other program buildings, Hart GLLC allows for 5 hours of community service for hosting a student overnight for the Admissions Office.
- There is no limit on how many students a resident may host, but each overnight guest and tour is given a maximum of 5 community service hours.

Requirements and Procedures:

You must complete 10 hours of community service to fulfill the Hart Hall IST requirements.

- Minimum of 5 out of the 10 hours **by MIDTERM deadline.**
- The remaining hours (for a total of 10 hours) by **FINAL** deadline.
- All of your hours must be logged using a Community Service Log. These logs should be filled in completely and have the signature and contact information of your project supervisor. You can pick up a Community Service Log at the front desk or download it from Blackboard.
- The front desk can email you a receipt for your Community Service Log.
- Completed Community Service Logs must be handed in at the front desk before each deadline. Your grading GRM will collect your Community Service Log.
- You should submit only one Community Service Log per deadline, if possible.
- Community Service hours must be completed within the semester you are being graded for, ie: Opening Weekend in August through the Fall Deadline, and Opening Weekend in January through the Spring Deadline. No service hours can be completed over Winter break.
- **ALL hours must be approved by the Hart Hall Residence Hall Director/IST Director prior to completing your community service.** Unapproved hours may not be accepted upon submitting your Community Service Log. When in doubt, check with your Hall Director/IST Director prior to participating in an activity.
- Failure to complete community service hours by the final deadline will result in failure of the IST Course as well as relocation from Hart Hall. You will not be able to return to Hart for a semester.
- Because your community service requirements are part of the IST 190/390 academic course, you are expected to adhere to all college policies regarding academic integrity. Failure to adhere to these standards (eg, cheating, falsifying records) may result in judicial action.

- The College Student Handbook can be found online at:
http://www.oswego.edu/Documents/student_handbook/pdf/p9-30%20Code.pdf

Community Service Opportunities

It is advised that you educate yourself EARLY in the semester on the numerous opportunities for community service. It's up to you to find opportunities for meaningful experiences by making an educated choice on the places you choose to volunteer your time.

- Check out the online database, *Laker Leads*, at the Compass, 145 Campus Center, for a list of service opportunities:
http://www.oswego.edu/academics/opportunities/service/community_service/.
- Visit the Office of Community Service & Service Learning at 145 Campus Center or get on their listserv by emailing service@oswego.edu.
- A designated FRM in conjunction with a designated GRM will be willing to assist you with finding community service opportunities. However, always look for the community service ads in the bulletin board located near the 1st floor elevators.
- Connect with your GRM, Residence Hall Director or IST Director ASAP if you have questions or concerns about finding a placement that is a good fit for you!