1. **Program goals and mission statement are as follows:** [2-6 goals recommended]

   The Service Learning Program exists to integrate service learning into the culture of the University and to enhance the philanthropic consciousness of the UHM community. The purpose of the program is to facilitate activities, which promote social responsibility, provide curricular and co-curricular developmental opportunities, and foster mutually beneficial relationships with the University and the local community.

2. **The program’s student learning outcomes are as follows:** [3-8 learning outcomes recommended]

   The University of Hawaii Service learning program will measure learning outcomes attainment from students’ participation in a variety of service learning activities. We define service learning as combining community service with academic instruction, focusing on critical, reflective thinking and personal and civic responsibility. The University of Hawaii at Manoa Service Learning Program defines academic learning outcomes as comprising six measurable areas: critical thinking; communication; career and teamwork; civic responsibility; global understanding and citizenship; and academic development and educational success.

   Students participating in service learning program activities and community service have the opportunity to:

   - Connect coursework with challenges in the community.
   - Develop friendships with people of other ages, faiths, cultural backgrounds, and incomes.
   - Accept civic responsibility.
   - Explore and gain career experience while working with professionals.
   - Develop self-confidence.
   - Make a difference in the world around them.

3. **Provide the program’s activity map or equivalent graphic.**

   A “program activity map” illustrates which program services/activities help clients meet the intended program-level student learning outcomes.

   The activity map will be developed during the academic year with the assistance of the assessment office.
4. Where are the following items published or how are they distributed to students?  
Examples: published in the UHM Catalog, on the unit website, in Program Annual Reports, in brochures; distributed during student orientation, advising sessions, via email.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Publication Location or Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program mission/goals</td>
<td>On website at: <a href="http://www.hawii.edu/servicelearning">www.hawii.edu/servicelearning</a></td>
</tr>
<tr>
<td>Program student learning outcomes</td>
<td>In Service Learning Program brochure distributed during student orientations and advising sessions.</td>
</tr>
<tr>
<td>Program activity map or equivalent graphic</td>
<td>Being developed</td>
</tr>
</tbody>
</table>

5. Assessment Timeline and Lead People. Describe the program’s multi-year timeline for assessing all program student learning outcomes and using assessment results. Also, identify potential lead people.

Timeline will be formulated during the academic year with the assistance of the assessment office. Lead person: Atina T. Pascua, Executive Director, UHM Service Learning Program

6. Other important information

GETTING STARTED

While every service learning assignment is different, many share a few common steps:

Finding an organization. Many organizations are looking for people with unique interests and skills to assist with projects. If you don't know where to look, we may be able to help.

Service. Your assignment will usually specify a task to complete or a certain amount of time to participate. We encourage you to work closely with your organization; they'll help you find a project that matches you and can often suggest tips to make your work even better.

Reflection. During your project and after it's done, you'll often be asked to write reports and give presentations to your instructor and classmates. These activities are an important step in the service learning process. They help you internalize the lessons you're learning, and provide your peers with the opportunity to learn from your experiences.

FINDING AN ORGANIZATION

The hardest part of service learning is getting started, and we're here to help. Many instructors schedule a class day to tour our office. During this session, we'll explain the services we provide, and offer tips to help you complete a successful project.

If your class doesn't have an orientation scheduled, we'd still be happy to help. Just call us for an appointment at (808) 956-4641.
FACULTY

A lot of people are talking about service learning, and for good reason. There's significant evidence supporting the positive role service learning has on students and the community. We've been working with Manoa faculty for over 11 years, and in that time many of your colleagues have launched service learning programs for their students.

Curriculum revisions can be challenging, but service learning programs provide a compelling experience for your students that may justify the change. Participants gain the opportunity to perform field work for organizations that interest them, and learn from their peers via regular reports in the classroom environment.

If you're ready to learn what service learning can do for your course, or if you'd like more information, please call us at (808) 956-4641. We can tell you more about the services we offer, schedule an orientation for your class, and refer you to other Manoa faculty to understand how others are making service learning work for their students.

COMMUNITY

Volunteers are a critical component of the plans of many community organizations. These organizations often can't afford to hire enough employees to enable their services to reach the fullest potential. Volunteers can fill the gaps by providing motivated labor for free or a minimal cost. At the same time, students learn valuable lessons that complement their in-class studies.

Service learning programs are a win-win situation - they provide opportunities to help students succeed while enabling organizations to achieve their goals. Students participating in service learning programs are ready and willing to help your organization, and the Service Learning Program office has the tools and resources to help you find them.

The Manoa Service Learning Program has been connecting students and faculty with the community since 1994. We serve Hawaii by matching community organizations with students that can help them accomplish their mission.

The first step toward partnering with a student volunteer is joining our contact list. Give us a call at (808) 956-4641, and we'll provide the information you need to begin a successful relationship that benefits everyone.