



SERVICE DIMENSION OF THE LSUA PROFESSIONAL TEACHER EDUCATION PROGRAM

SERVICE IS...

- the work performed by one who serves others
- contribution to the welfare of others
- a helpful act that involves giving of one's time
- use of labor that does not produce a tangible commodity
- something that one does for others that does not directly benefit him/her

POLICY AND PROCEDURES...

Transition 1 Requirements: 6 Hours of Service⁺

[A Pre-Block requirement: To be completed prior to being admitted to Professional Teacher Education Program]

→ 3 hours of **education-focused** (PK – 12 students)

AND

→ 3 hours of **civic-focused** (university and/or community)

+ See list of Approved Service Hours or complete Request for Approval for services not on the list

Transition 2 Requirements: 6 Hours of Service⁺

[To be completed during Professional Blocks 1, 2, and/or 3]

→ 3 hours of **education-focused** (PK – 12 students) AND 3 hours of **civic-focused** (university and/or community)

OR

→ 6 hours of **education-focused** (PK – 12 students)

+ See list of Approved Service Hours or complete Request for Approval for services not on the list

PROCEDURE FOR REPORTING SERVICE HOURS...

1. Obtain paper copy of the service verification form from the Department of Education (Fitness Center), the Curriculum Lab (Avoyelles Hall, Room 112), or download a copy from D2L in Department of Education *Content* tab.
2. Thoughtful reflection of experience is required to receive service credit.
3. Submit completed paper copy of service documentation to Dr. Julie Gill (Fitness Center Office 118)

See back of this page for list of Approved Service Hours.

APPROVED SERVICE ACTIVITIES

Education-Focused Service (PreK – 12 Students)	Civic-Focused Service (University and/or Community)
<p>Interact with students through content-based activities such as</p> <ul style="list-style-type: none"> ▪ Tutorial Assistance ▪ Functions and activities that enhance student learning (i.e. Math Night, Literacy Night, reading to students, assisting students with AR testing, Treehouse...) <p>Assist and/or judge academic school events such as</p> <ul style="list-style-type: none"> ▪ Science and/or Social Studies Fair Projects ▪ Academic Competitions (i.e. Quiz Bowl, Spelling Bee, Spelling Bee, Science Olympiad, Debate Tournaments...) <p>Other</p> <ul style="list-style-type: none"> ▪ <i>Complete Service Request for Approval Form acceptance of other service activities and present to Dr. Julie Gill</i> 	<p>Participate in events or activities that support the mission and functioning of LSUA such as</p> <ul style="list-style-type: none"> ▪ LSUA Science Fair ▪ LSUA Children’s Center Events ▪ LSUA Clean-up Day ▪ Run4LSUA ▪ Trick-or-Treat Street ▪ University sponsored service-learning events (i.e. Constitution Day, Renaissance Week...) ▪ Departmental sponsored events/activities <p>Participate in events or activities that enhance the quality of life in surrounding communities such as</p> <ul style="list-style-type: none"> ▪ Habitat for Humanities ▪ Hope House ▪ Salvation Army <p>Other</p> <ul style="list-style-type: none"> ▪ <i>Complete Service Request for Approval Form acceptance of other service activities and present to Dr. Julie Gill</i>

Involvement in an activity performed as part of a classroom assignment may not double as service hours.

NOTE: As you attend a service event, keep in mind the reflection prompts below to which you will respond as you document your service hours. Don’t forget to take a *Teacher Education Service Documentation* form with you to each activity; you are required to get the signature of the person in charge of the event to validate your participation. [Forms are located in Department of Education (Fitness Center), Curriculum Lab (Avoyelles Room 112). They can also be downloaded from the Department of Education D2L site under the *Content* tab.]

REFLECTION PROMPT

EDUCATION-FOCUSED SERVICES AND CIVIC-FOCUSED SERVICES

- How did your action benefit others?
- How will this service experience impact your growth and development as a future teacher?

PROCEDURE FOR APPROVAL OF ACTIVITIES NOT LISTED ABOVE

1. Submit a paper copy of the Service Approval Form to Dr. Julie Gill (Fitness Center Room 118). E-copy of the Approval Request form is available on D2L in the Department of Education folder listed under *Content*. Paper copies of the form are located in the Department of Education (Fitness Center) and in the Education Curriculum Lab (Avoyelles Hall Room 112)
2. The coordinator will submit the request to Professional Education Faculty for consideration for approval.
3. The coordinator will e-mail Professional Education Faculty’s decision to prospective teachers and file a paper copy in the service file.