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Introduction

Welcome to the Community Scholars Program at Clemson University! This student handbook is intended to provide you with the policies, procedures, and necessary forms for the Community Scholars Program.

The Community Scholars Program emphasizes civic engagement and community leadership, offers recipients the opportunity to learn about civic and community life, and allows students to combine public service activities with their Clemson experience. Individuals selected as Community Scholars have exhibited strong leadership skills, a commitment to academic success, and a true desire to give back to the greater community through volunteerism and community service. Some ideas for volunteer service include increasing economic benefit, educational benefit, social capital, health and nutrition, childcare, physical wellness, and working with at-risk youth. Each Community Scholar is required to complete 56 hours of service each semester.

The purpose of the Community Scholars Program is to continue to build your skills and talents and provide opportunities for you to learn more about civic engagement and public service and demonstrate volunteerism while at Clemson. As a Community Scholar, we expect you to have a passion for service and to be a model of excellence in every way. We expect you to be an active servant leader to the community that extends beyond Clemson’s campus, to be a good steward of the resources provided to you, and to serve above and beyond what is expected of a traditional volunteer. You are also expected to adhere to the Clemson University Student Code of Conduct, and to take seriously Clemson’s statement of academic integrity.

We are very pleased and honored to have you in the Community Scholars Program. We hope that you enjoy being a part of the community, and hope that you will learn a great deal about yourself, service, and scholarship while you are with us here at Clemson.
Class and Course Requirements

Retreat
Community Scholars are required to attend an annual retreat, which is typically held the first Saturday after classes start. At the retreat, scholars have the opportunity to meet and interact with other members from the Civics and Service House who have chosen to attend, while also engaging in a variety of team-building activities and challenges. The retreat is intended to help students form connections with each other and to build community amongst themselves.

Failure to attend this retreat without prior approval from a Community Scholars staff member will result in the scholar completing additional service hours.

Freshman Year
Freshmen are required to enroll in the Community Scholars course entitled, “The Clemson Community” (1 credit). This class is intended to help students learn how Clemson University serves the local community, about the needs of the Clemson community, and how students can help meet those needs. Students must attain a “B” or better in this course to remain in the program.

During the freshman year, students are not required to begin their 56 hours of service until the spring semester. Each subsequent year, service must begin during the fall semester.

Sophomore Year
Sophomores are required to enroll in the Community Scholars course entitled, “American Civic Life” (1 credit). The goal of this course is to introduce students to the concepts and practices for being an effective change agent in their communities. Students must attain a “B” or better in this course to remain in the program.

As a part of the course requirements, during the fall semester of sophomore year, students are required to complete a minimum of 10 hours at the same agency. These 10 service hours can be a part of the hours that are already required for the Community Services Scholars Program. More information regarding this requirement will be provided in class.

Junior Year
Juniors are required to enroll in the Community Scholars course entitled, “International Family and Community Studies: The Global Community” (1 credit). The purpose of this course is to provide an international overview of civic engagement. Students must attain a “B” or better in this course to remain in the program.

During the spring semester of their junior year, Community Scholars will be given the opportunity to attend a study abroad trip over spring break. In order to qualify for attending the trip, students must have a:

1) Minimum of 18 hours of service completed two weeks prior to departure.
2) Grade of a B or higher in the required course two weeks prior to the departure date.
3) Valid passport. This passport must be purchased by the scholar.

Senior Year
Seniors are required to enroll in the Community Scholars course entitled, “Pathways to Community Service” (1 credit). Students must attain a B or better in this course to remain in the program.

The goal of this class is to examine pathways to ongoing civic engagement. Students will reflect upon current trends in civic engagement in the U.S., individual and group differences in civic engagement, the importance of civic engagement, and challenges in becoming and remaining meaningfully engaged in one's community.
Service Policies and Procedures

1) With the exception of the fall semester of freshman year, students are required to complete 56 service hours per semester, participate in at least three (3) house-based group community service projects per year (at least one per semester), and attend at least four (4) house-based meetings in the fall semester and at least three (3) in the spring semester of each year. Freshmen accepted into the program in the Fall are only required to complete 56 service hours in the spring semester of their Freshman year, participate in three (3) house-based community service projects and attend three house-based meetings in the spring semester of their freshman year.

2) Scholars are expected to complete all 56 service hours for a semester during that semester, except if a scholar has turned in a Banking Agreement. Failure to complete required hours within the determined time frame will lead to loss of scholarship and immediate dismissal from the program, barring extraordinary circumstances. The specific consequence will be determined by program faculty and staff and will depend on the number of hours completed and other factors relevant to the situation.

3) Community Learning Agreements must be submitted on or before the date scholars begin service with their agency. Community Learning Agreements are only necessary for the sites with which scholars will volunteer on two (2) or more occasions per semester.

In addition to the Community Learning Agreement, the letter on page 10 should be given to the Site Supervisor on or prior to the first day of service at an agency.

4) Scholars must e-mail the Graduate Assistant the specific dates they plan to volunteer for each month by the specified deadline. Additional service dates can be added throughout the month, but these dates must be provided in writing to the Graduate Assistant prior to attending any service activity.

5) Signed service logs must be submitted to the Graduate Assistant on the last Friday of each month. All hours logged that are in addition to individual service (e.g. house seminars, additional group projects) must be recorded on the service log and signed by the Graduate Assistant. Scholars are required to keep track of their own hours so that they meet the requirement at the end of the semester.

6) All signed service logs must be submitted every month no later than the last Friday of each month. If signed service logs are not submitted within 10 days after the last Friday of each month, then the hours acquired for that month will not be counted towards their hourly requirements. This date will always be on the first Monday of the next month. For example, if a scholar does not turn in their signed service log on the due date of Friday, September 26; then their hours acquired for the month of September will not count if they have not submitted the service log by Monday, October 6th.

7) Service logs and other paperwork are not to be signed by a scholar’s parent(s)/guardian(s). If a scholar’s parent(s) is/are the manager/supervisor of the agency at which they are acquiring some of their hours, a
different supervisor must sign the service logs and other paperwork. Similarly, a scholar’s parent(s)/guardian(s) is/are not to be the supervisor listed on the Community Learning Agreement or any other form.

8) At the end of each semester, scholars will complete an Agency Evaluation for their individual service agency or agencies. At the end of each semester, the site supervisor should also turn in a Performance Evaluation of the scholar. Agency and Performance Evaluations must be turned in each semester and for all sites with which the scholar has a Community Learning Agreement. Scholars should provide the site supervisor with the Performance Evaluation two weeks before its due date.

If a scholar chooses to bank service hours over the winter or summer break, Agency and Performance Evaluations must be turned in for this time period, as well.
Frequently Asked Questions

What is banking? What are the specific requirements of banking?
Students have the option of banking some of their hours, which is defined as reserving a portion of the required 56 service hours to be completed between the beginning of finals week and end of winter break/summer break. A banking agreement must be completed by the appropriate deadline in order for scholars to bank any hours.

Up to 28 service hours can be banked per semester. Hours banked from a fall semester must be completed over the winter break immediately following that fall semester. Hours banked from a spring semester must be completed during the summer break immediately following that spring semester.

Additional policies regarding banking may be found on the Banking Agreement on page 14.

I'm a returning scholar who is volunteering at the same agency as a previous semester. Am I required to turn in a new Community Learning Agreement for this site?
It depends on the circumstances. Community Learning Agreements are not required as long as:
   a) the scholar is volunteering at the same service site as the previous semester and
   b) the scholar's site supervisor has not changed.

However, if the scholar's service site or supervisor has changed, then the scholar must complete a new Community Learning Agreement. If a new agreement is required, this paperwork must be turned in on or before the date the scholars begin their service with this agency.

How will I know when all of the paperwork is due?
A document containing the deadlines for all paperwork will be distributed to the scholars via e-mail at the beginning of each semester. Scholars are expected to keep these deadlines in mind, as they are ultimately responsible for ensuring that the items are completed and turned in on time.

If I am volunteering with the same agency again, am I still required to turn in Performance and Agency Evaluations each semester?
Yes. Both evaluations are required at the end of each semester and banking period.

How many agencies am I able to work with throughout the year?
Service can be conducted with as many agencies as the scholar wishes. Faculty and staff within the Community Scholars Program can help a scholar find a suitable location, but scholars are ultimately responsible for choosing a location and arranging volunteer times with the service site(s).

Am I able to obtain service hours for the time I spend in Community Scholars meetings where I am planning service projects?
No. Planning meetings for an organization or activity are unable to be counted toward the 56 hours, unless otherwise specified by an instructor of a Community Scholars course.
Am I able to obtain service hours for the time I spend promoting an organization or a project?
It depends on the circumstances. Time spent promoting (e.g., handing out fliers, representing the organization at an event) for a community agency outside of Clemson University can count for service hours. Time spent promoting an activity or organization affiliated with Clemson University cannot count for service hours, unless otherwise specified by an instructor of a Community Scholars course.

I am a member of a board for an agency in the community. Am I able to count the time I spend in board meetings toward my 56 hours?
Board meetings may only be counted if the scholar is a member of the board of a 501C-3 or 5013-B non-profit organization. A maximum of fourteen (14) hours of board meetings may be counted per semester.

Where do I turn in my paperwork?
All paperwork is to be turned in to the Graduate Assistant. Off-campus scholars are to make arrangements with the Graduate Assistant to turn in their paperwork.

Can my service hours still count if I do not notify the Graduate Assistant of my dates in advance?
No. Failure to provide advance notice of service dates (including those done with Civics and Service House) to the Graduate Assistant will prohibit service from being counted toward the 56 hours.

I volunteer through a student organization on campus, and I would like to count service hours I perform with them toward my 56 hours. Am I able to do this?
If you a) pay dues to that organization and/or b) have a required number of volunteer hours/events as part of your affiliation/membership, then you are bound to the policy outlined below regarding Clemson University Student Organizations. If you do not pay dues, and do not have a required number of volunteer hours/events as part of your affiliation/membership, then you may treat the student organization as you would any other community agency.

What if I need training?
Credit will be given for volunteer orientation training activities required for service with a particular organization (SAFE Harbor, Red Cross, School Mentoring activities, etc). If the scholar goes through the training, they must also have completed a Community Learning Agreement with the organization and must complete a minimum of 15 hours of service with the organization each year.
Policy:
Service that is conducted for Clemson University (CU) student organizations (including but not limited to Civics and Service House [CASH]) may be counted as part of the 56 required service hours/semester under the following circumstances:

1) Scholars may count no more than 28 hours conducted for CU student organizations (including CASH) as part of the required 56 hours/semester.

2) Scholars may use hours only from CASH and from one other CU student organization each year.

3) Scholars are allowed to count up to 28 hours of service with Civics and Service House toward their individual hours. However, the total hours/semester that are performed with a CU student organization other than Civics and Service House may not exceed 14.

4) If scholars choose to utilize hours from a CU student organization other than Civics and Service House, then they must: (a) complete all 56 service hours during the semester and cannot choose to bank any hours; (b) confirm this choice by turning in Forms 1 and 2 of the Clemson University Student Organization Agreements before the deadline.

5) For student organizations other than Civics and Service House, scholars’ activities must be approved by the scholar’s Community Scholar Supervisor. After submitting the paperwork, the scholar will be informed in writing whether the activities have been approved.

6) Hours served must be "above and beyond" the requirements for participation or membership in that organization. (Example: If as part of membership requirements in the Alpha Alpha Fraternity, a scholar spend five hours during a semester coordinating Relay for Life, then the scholar may not count these five hours toward Community Scholars service hours. If the scholar spends an additional six hours on this activity - not required by the fraternity – then the scholar may count these additional six hours.)

7) Funds will not be posted to Senior accounts until after graduation.

Am I able to receive gas or mileage reimbursement for my transportation to service sites? Unfortunately, we do not offer mileage or gas reimbursement for transportation. However, we suggest that you check the CAT bus schedules to see if this could be an alternative way of transportation for you.

I’ve recently participated in a house project for CASH. Can I count these hours toward my 56 hours? Yes, you may count these hours towards your 56 hours. However, service done through CASH cannot be counted for more than 28 hours per semester.

Is there a limit as to how many service hours I can count within a certain time period? Yes. Scholars may not count more than eight (8) hours per day of community service toward their 56 hours. For service events that span overnight (e.g., Relay for Life, Box Out, Dance Marathon, etc.), scholars may count no more than four (4) hours per event toward their 56 hours.
Am I able to count hours served abroad through the use of a travel grant?

No. With travel grants, you as an individual are simply receiving money to fund your travel. Given that, unless there are stipulations on the funds, you can choose to do volunteer work wherever you want when you are traveling abroad. You personally have been given those funds and can use them as you wish. When a program at the university gives you credit for those service hours toward your scholarship or toward academic credit, Clemson Community Scholars essentially now becomes a “third party” in this relationship, and then have to require the same documentation in foreign countries that we require in the states -- community learning agreements completed from those agencies in those countries, supervisors to sign logs, performance evaluations, insurance coverage for you, etc.

When this kind of service work occurs at an agency or at institutions in a foreign country, it can get a little more complicated than it does here in the U.S. -- particularly given different governmental and nonprofit organizational structures in foreign countries. Because it is a foreign country, it requires Clemson as a University to have a partnership agreement in place with the group you are working with in that country. The Community Scholars program does not have the authority to enter into agreements of that nature with agencies operating in foreign countries. If a trip is sponsored by a class and has been vetted through the Office of Global Engagement, then those hours can count because there is a partnership agreement in place between Clemson and that site related to the service that is going to be performed or the classes that will be taken, etc.

We are in the process of trying to figure out how we can somehow support service hours abroad at international sites for these kinds of purposes and hopefully we can at some point. However, we aren’t set up to do that right now.

Additional General Requirements

1) Scholars will meet with one of the faculty/staff members in the Community Scholars Program on a periodic basis (approximately once per semester) to discuss their service experiences. Scholars will receive e-mail notification to schedule this meeting.

2) Service hours for Community Scholars can be counted through an international service/service-learning experience if the program/experience is offered through a Clemson program or organization that has been vetted/approved by Clemson’s Office of Global Engagement. If this is the case for a Scholar, then they must contact the Faculty Director and Community Scholars Program Administrator to notify them of these plans.

3) If a scholar chooses to complete some of their hours by volunteering for a community service project taking place abroad in another country, the scholar must submit the following paperwork to the GA prior to his/her departure: 1) a Community Learning Agreement for that project occurring abroad, and 2) all necessary paperwork for the purchase of international risk management insurance. If the scholar fails to submit all of this paperwork prior to his/her departure, he/she will not be able to count any hours towards the required 56 service hours. Scholars may count 8 hours a day, up to 40 hours towards their service hours per previously approved trip.
4) There is no probationary status for the Community Scholars Program. Failure to meet requirements will result in loss of scholarship and immediate dismissal from the program, barring extraordinary circumstances.

5) Freshmen and sophomore scholars who have been dismissed due to an insufficient GPA will have the ability to reapply to the Community Scholars Program provided the following conditions are met:
   a) There is an open slot within that student’s cohort.
   b) The student has not yet begun the fall semester of his or her Junior year.
   c) The student has continued to reside on the Civics and Service House floor or participated in Civics and Service House Organizational activities.
   d) The student has continued to take the appropriate 1-credit Community Scholars course and has achieved at least a “B” or higher in the course.
   e) The student’s GPA is at or above a 2.8 at the time of reapplication. This GPA must be attained by the completion of the spring semester of sophomore year.
   f) Students must consult with the program’s administration to request reapplication. If this request is approved, students must submit a new, completed application in order to be considered for re-admission into the Community Scholars Program.

6.) If a Scholar wishes to count volunteer hours with a Creative Inquiry (CI) course in which they are enrolled, the Scholar must email the Graduate Assistant prior to volunteering with the CI with the following details, of which the Graduate Assistant must approve before the Scholar volunteers there:
   a) a detailed description of the CI and the work to be counted as community service,
   b) the date(s) the Scholar plans to volunteer with the CI, and
   c) the hour(s) the Scholar plans to count towards their 56.
   If approved, as with any other volunteer site, the Scholar must turn in all required paperwork (Community Learning Agreement for CU Organizations, etc.) prior to volunteering with the CI.

7.) If a Scholar has a work or class conflict that will prevent them from being able to fulfill their semester CASH requirements as detailed in the Handbook, they must contact the Graduate Assistant with this information early in the semester prior to failing to fulfill these requirements. The Graduate Assistant will then consider their situation and let them know if he/she approves their absence.
Clemson University  
Community Scholars Program  
Community Learning Agreement

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<tr>
<th>Student Information</th>
<th>Partner Information</th>
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<tr>
<td>Name</td>
<td>Name of Site Supervisor</td>
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<td>School Address</td>
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Please specifically describe the kinds of activities you will be completing while serving with this organization.

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Please list the hours and days you will be working. If you have specific dates, please share those as well. (e.g., MW 3-5 PM & TF 8-10 AM)

___________________________________________  ___________________________
Signature of Student                              Date

___________________________________________  ___________________________
Signature of Site Supervisor                       Date
Dear Site Supervisor:

Thank you for agreeing to supervise a Community Scholar. The Community Scholars are an exceptional group of students chosen to receive a scholarship in return for service they provide to the Clemson area. By accepting and supervising a Community Scholar, you are helping to educate the student through real-life experiences and also promoting civic responsibility among our students.

As the Supervisor you agree to…

- Provide students with appropriate orientation, training, and supervision.
- Provide a clear description of the expectations, requirements, and responsibilities for the assigned task.
- Provide a safe and appropriate service environment.
- Not discriminate against any person because of race, color, creed, gender, sexual orientation, religion, age, veteran’s status, national origin, or physical disability.
- Assure that students who volunteer with you are not also concurrently employed by you.
- Assure that student volunteers will not displace employees.
- Assist the student in completing a Community Learning Agreement that will be provided by the student.
- Sign a daily service log for which the student will be responsible.
- Complete an evaluation of the student at the end of his/her service, which will be provided by the student, and return the provided document to me through scanning and emailing, fax, or mail.

I am pleased that you have chosen to have one of our students in your agency. Please understand that it is the student’s responsibility to keep up with all of their hours and to meet their requirements for the program. If you have any questions or concerns during the course of their service, please do not hesitate to contact me at (864) 656-4093. I have also included additional contact information below.

Sincerely,

Shawna Dory
Graduate Assistant Director
Community Scholars Program

Mailing Address:
9347 University Station
Clemson, SC 29632-1001

Phone: 863-656-4093
Fax: 864-656-4780 (please send faxes to the attention of Kathy Woodard)
E-mail Address: sdory@clemson.edu
Clemson University  
Community Scholars Program  
Banking Agreement  

Please indicate the time period for this banking agreement  
December 2015 / Summer 2016  

In accordance with this agreement, I will:

1) complete _____ hours during the time period between the beginning of finals week and end of winter break / summer break.

2) complete a Community Learning Agreement with an agency and turn it in approximately seven (7) days before I begin work at this agency.

3) complete a Service Log and turn it in no later than five (5) days after the completion of my service with this agency.

4) complete an Agency Evaluation to be turned in no later than ten (10) days after the completion of my service.

5) turn in a Performance Evaluation no later than ten (10) days after the completion of my service.

I understand that in order to receive credit for these hours, all paperwork must be completed and turned in by the appropriate deadlines.

____________________________________  ______________________  
Name of Student  
Date

____________________________________  ______________________  
Signature of Student  
Date

____________________________________  ______________________  
Signature of Community Scholar Supervisor  
Date
Clemson University
Community Scholars Program
Service Log

Service Logs should be turned in on the last Friday of each month. If Service Logs are not turned in within 10 days after the due date (i.e., by the first Monday of the following month), then their hours acquired for that month will not be counted towards their requirements. If the student attends seminars or additional group service over the semester, this should also be recorded on the log and signed by the Community Scholar staff member who supervises the event.

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<thead>
<tr>
<th>Date (mm/dd/yy)</th>
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<th>Agency</th>
<th>Type of Activity Completed</th>
<th>Signature of Site Supervisor</th>
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Name of Scholar: ____________________________
Total hours for this month: __________
Total hours for the semester: __________
Clemson University
Community Scholars Program
Clemson University Student Organization Agreement (Form 1)

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<td>E-mail Address</td>
<td>Advisor’s E-mail Address</td>
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Please specifically describe the kinds of activities you will be completing while serving with this organization.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
Service that is conducted for CU organizations may be counted toward your 56 hours/semester only if it is "above and beyond" the requirements for participation or membership in that organization. Please specifically explain how your service with this organization will meet this requirement.

Please list the hours and days you will be working. If you have specific dates, please share those as well. (e.g., MW 3-5 PM & TF 8-10 AM)

Signature of Student ___________________________ Date _______________________

Signature of CU Student Organization Advisor ___________________________ Date _______________________

Clemson University
Community Scholars Program
Clemson University Student Organization Agreement (Form 2)

I have read and understood the policy regarding service that is completed with other Clemson University student organizations. I acknowledge that my service with this student organization adheres to the requirements stated within the policy. Furthermore, I understand that I must complete a Clemson University Student Organization Agreement (Form 1) with this organization and receive approval from my Community Scholar supervisor prior to beginning service.

____________________________
Name of CU Student Organization

____________________________    ________________
Name of Student                  Date

____________________________    ________________
Signature of Student              Date

____________________________    ________________
Signature of Community Scholar Supervisor  Date
Semester/Year:
Name of Scholar: ___________________________________________

Service Site: ___________________________________________

Ratings
1 = Exceeds service requirements
2 = Meets service requirements
3 = Needs improvement
4 = Does not meet minimum service requirements
N/A = not applicable

### Service Performance

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<th>Rating</th>
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<tbody>
<tr>
<td>Performs duties/responsibilities as assigned</td>
<td>NA 1 2 3 4</td>
</tr>
<tr>
<td>Accepts feedback positively and constructively</td>
<td>NA 1 2 3 4</td>
</tr>
<tr>
<td>Asks questions, shares concerns and ideas</td>
<td>NA 1 2 3 4</td>
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<tr>
<td>Adheres to site/program policies and procedures</td>
<td>NA 1 2 3 4</td>
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<tr>
<td>Relates well to staff, clients</td>
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<tr>
<td>Is friendly, courteous, and sincere</td>
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</tr>
<tr>
<td>Cooperates with staff, administration, faculty, and other volunteers</td>
<td>NA 1 2 3 4</td>
</tr>
<tr>
<td>Dresses appropriately for service site</td>
<td>NA 1 2 3 4</td>
</tr>
<tr>
<td>Is dependable and works as scheduled</td>
<td>NA 1 2 3 4</td>
</tr>
<tr>
<td>Is willing to accept responsibility</td>
<td>NA 1 2 3 4</td>
</tr>
<tr>
<td>Overall rating</td>
<td>NA 1 2 3 4</td>
</tr>
</tbody>
</table>

Additional Comments: Please let us know what observed weaknesses and strengths you have seen in this student. Also, please list any specific experiences you have had with the student that helped to shape your opinion of their abilities.

______________________________________________  ___________________________________
Please estimate the number of hours this student has spent at your site this semester:  _________

Site Supervisor’s Signature      Date

Thank you for completing this evaluation. Please e-mail, mail, or fax this form to me by Friday, December 18, 2015. Your willingness to participate in the Community Scholars Program has contributed to its success! Thanks again!

Shawna Dory
Graduate Assistant Director
Community Scholars Program

Mailing Address:
9347 University Station
Clemson, SC 29632-1001
Phone: 864-656-4093
Fax: 864-656-4780 (please send faxes to the attention of Kathy Woodard)
E-mail Address: sdory@clemson.edu
Clemson University  
Community Scholars Program  
Community Scholar Performance Evaluation  
Semester Fall / Spring, Year:

Name of Scholar: ___________________________________________

Service Site: _____________________________________________

Ratings  
1 = Exceeds service requirements  
2 = Meets service requirements  
3 = Needs improvement  
4 = Does not meet minimum service requirements  
N/A = not applicable

### Service Performance

<table>
<thead>
<tr>
<th></th>
<th>NA</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performs duties/responsibilities as assigned</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Accepts feedback positively and constructively</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Asks questions, shares concerns and ideas</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Adheres to site/program policies and procedures</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Relates well to staff, clients</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Is friendly, courteous, and sincere</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Cooperates with staff, administration, faculty, and other volunteers</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Dresses appropriately for service site</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<td>Is dependable and works as scheduled</td>
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<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Is willing to accept responsibility</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Overall rating</td>
<td>NA</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>
Additional Comments: Please let us know what observed weaknesses and strengths you have seen in this student. Also, please list any specific experiences you have had with the student that helped to shape your opinion of their abilities.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Please estimate the number of hours this student has spent at your site this semester: _________

_______________________________________________      _________________

Site Supervisor’s Signature                    Date

Thank you for completing this evaluation. Please e-mail, mail or fax this form to me by Friday, December 18, 2015. Your willingness to participate in the Community Scholars Program has contributed to its success! Thanks again!

Shawna Dory
Graduate Assistant Director
Community Scholars Program

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Phone: 864-656-4093
Fax: 864-656-4780 (please send faxes to the attention of Kathy Woodard)
E-mail Address: sdory@clemson.edu
Clemson University
Community Scholars Program
Agency Evaluation

The information on this survey is confidential. Your insights and observations will only be shared among the faculty and staff of the Civics and Service House in order to identify what are rewarding agencies at which one could volunteer. Your input is very valuable to making this process stronger.

Student Name: _____________________________________

Date: ________________

Name of Agency: ____________________________________

Length of Time at Agency: ____________________________

1. Please rate your satisfaction with your community service experience this year at this agency.

   Poor   1   2   3   4   5  Excellent

   Comments: ___________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

2. Please describe what types of activities you have participated in at this agency.

   __________________________________________________________________________
   __________________________________________________________________________

3. Please rate your overall preparedness for the activities you participated in.

   1   2   3   4   5

   Comments: ___________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
4. Please rate how well your scheduling needs were met. Was the agency able to accommodate your schedule? Did they have enough work for you to do on your scheduled days of service?

<table>
<thead>
<tr>
<th>Poor</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>Excellent</th>
<th>5</th>
</tr>
</thead>
</table>

Comments: __________________________________________________________
______________________________________________________________
______________________________________________________________

5. Please rate your satisfaction with the staff support you received at the agency.

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
</table>

Comments: __________________________________________________________
______________________________________________________________
______________________________________________________________

6. Please rate the level of organization at the agency in relation to your requirements and hours.

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
</table>

Comments: __________________________________________________________
______________________________________________________________
______________________________________________________________

7. Do you plan on working with this agency next semester? Why or why not?

__________________________________________________________________________
__________________________________________________________________________

8. Would you recommend this agency to a freshman coming into the Community Scholars program? Why or why not?

__________________________________________________________________________
__________________________________________________________________________

9. Please give some examples of how we can make the overall service experience better for you.
Community Scholars Requirements for Freshmen
Spring 2015-2016:

In accepting the Community Scholarship, I understand that I am eligible to receive up to $3,000/year in scholarship funds in my freshman year. In return for these funds I agree to:

- maintain a 2.5 GPA and make at least a 2.5 in Fall semester 2015
- be a full-time student at Clemson University
- remain in good social standing with the Community Scholars Program and Clemson University
- enroll in HEHD 199 “The Clemson Community” in the spring semester 2014
- participate in at least one Civics and Service house-based group community service project per semester (at least three – house based group service projects will be organized each semester)
- attend at least three house-based meetings in the Spring semester
- participate in at least four hours per week of service activities (or at least 56 hours/semester) beginning in Spring Semester 2014 which may include:
  - an individualized service project; and/or
  - additional group community service projects; and/or
  - house-related workshops or seminars
- submit all program-related and other paperwork in a timely fashion, as requested by program personnel

Agreement: I understand that failure to comply with any of the above policies and all other Clemson University Student Regulations may result in one or more consequences, including dismissal from the program and/or referral to the Office of Community and Ethical Standards.

While a member of the Community Scholars Program, I also authorize the Clemson University Office of Community and Ethical Standards and the Office of Housing and Residential Life to release all student discipline records to Community Scholars Program representatives. I also give authorization to the Community Scholar Program to access my grades for purposes of monitoring my GPA to ensure I am meeting scholarship requirements.

I have read and understand the requirements outlined in this agreement, and also understand that I am to agree to and sign a new participation agreement at the beginning of the fall semester each year that I choose to participate in the Clemson University Community Scholars Program. I agree to the terms and conditions as specified in this participation agreement. I further understand that by accepting this invitation, I am agreeing to the conditions of this community agreement.

Signature: ___________________________ Date: ___________
(Student Scholar)

Signatures: ___________________________ Date: ___________
(Coordinators, Community Scholars Program)
In accepting the Community Scholarship, I understand that I am eligible to receive up to $3,500/year in scholarship funds in my sophomore year. In return for these funds I agree to:

- maintain a 2.5 GPA overall, and make a 2.5 or above in the required Community Scholars course
- be a full-time student at Clemson University
- abide by the regulations set forth in the Clemson University Student Code of Conduct
- enroll and participate in HEHD 499 “American Civic Life”
- reside in the Civics and Service House Living-Learning Community
- participate in at least one house-based group community service project per semester with Civics and Service House (three house-based group service projects will be organized each semester)
- attend at least four house-based meetings with Civics and Service House in the Fall semester and at least three in the spring
- participate in at least four hours per week of service activities (or at least 56 hours/semester) which may include:
  - an individualized service project; and/or
  - additional group community service projects; and/or
  - house-related workshops or seminars
- submit all program-related and other paperwork in a timely fashion, as requested by program personnel

Agreement:

I understand that failure to comply with any of the above policies and all other Clemson University Student Regulations may result in one or more consequences, including dismissal from the program and/or referral to the campus judicial system.

While a member of the Community Scholars Program, I also authorize the Clemson University Office of Community and Ethical Standards and the Office of Housing and Residential Life to release all student discipline records to Community Scholars Program representatives. I also give authorization to the Community Scholar Program to access my grades for purposes of monitoring my GPA to ensure I am meeting scholarship requirements.

I have read and understand the requirements outlined in this agreement, and also understand that I am to agree to and sign a new participation agreement at the beginning of the Fall Semester each year that I choose to participate in the Clemson University Community Scholars Program. I agree to the terms and conditions as specified in this participation agreement. I further understand that by accepting this invitation, I am agreeing to the conditions of this community agreement.

Signature: ___________________________ Date: ________________
(Student Scholar)

Signatures: ___________________________ Date: ________________
(Community Scholar Coordinators)
In accepting the Community Scholarship, I understand that I am eligible to receive up to $3,000/year in scholarship funds in my junior year. In return for these funds I agree to:

- maintain a 2.5 GPA overall, and make a 2.5 or above in the required Community Scholars course
- be a full-time student at Clemson University
- abide by the regulations set forth in the Clemson University Student Code of Conduct
- enroll and participate in HEHD 499 “The Global Community”
- participate in at least one house-based group community service project per semester with Civics and Service House (three house-based group service projects will be organized each semester)
- attend at least four house-based meetings with Civics and Service House in the Fall semester and at least three in the spring
- participate in at least four hours per week of service activities (or at least 56 hours/semester) which may include:
  - an individualized service project; and/or
  - additional group community service projects; and/or
  - house-related workshops or seminars
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Agreement:
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I have read and understand the requirements outlined in this agreement, and also understand that I am to agree to and sign a new participation agreement at the beginning of the Fall Semester each year that I choose to participate in the Clemson University Community Scholars Program. I agree to the terms and conditions as specified in this participation agreement. I further understand that by accepting this invitation, I am agreeing to the conditions of this community agreement.

Signature: ___________________________________________ Date: _______________
(Student Scholar)

Signatures: ___________________________________________ Date: _______________
(Community Scholar Supervisors)
In accepting the Community Scholarship, I understand that I am eligible to receive up to $3,000/year in scholarship funds in my senior year. In return for these funds I agree to:
- maintain a 2.5 GPA overall, and make a 2.5 or above in the required Community Scholars course
- be a full-time student at Clemson University
- abide by the regulations set forth in the Clemson University Student Code of Conduct
- enroll and participate in HEHD 499 “Community-Based Research”
- participate in at least one house-based group community service project per semester with Civics and Service House (three house-based group service projects will be organized each semester)
- attend at least four house-based meetings with Civics and Service House in the Fall semester and at least three in the spring
- participate in at least four hours per week of service activities (or at least 56 hours/semester) which may include:
  o an individualized service project; and/or
  o additional group community service projects; and/or
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I agree to the terms and conditions as specified in this participation agreement. I further understand that by accepting this invitation, I am agreeing to the conditions of this community agreement.

Signature: ______________________________ Date: ________________
(Student Scholar)

Signatures: ______________________________ Date: ________________
(Coordinators, Community Scholars Program)