

CBA Service Learning Program – Spring 2010 - 12/27/2009

General Information:

- 1) **Maximum of two placements** per individual.
- 2) **Deadline for signing up and adding placements. (February 21, 2010 - end of week 5).**
- 3) Ngai Chen (Graduate Assistant), Dr. Combellick, and Jason Longo will review your progress at selected intervals to attempt to help you resolve any problems.
- 4) Ngai will meet with each student for about a half hour at some point in the semester. This may occur at your placement, at the Bronx campus, or at Lincoln Center. Some students may require additional meetings or communication.
- 5) A calendar has been added to the website. It shows the start of each week, details about report submission deadlines, progress points, special meeting times, and more. It can be viewed by month or as an agenda.
- 6) **Each student will receive one credit hour for the successful completion of CBA Service Learning. Service learning for credit can be a part of the student's schedule for a maximum of three terms.**

Progress Points:

Date	End of Week	Students should have completed...
February 14	4	About 10 hours (1/4 done)
March 14	8	About 20 hours (1/2 done)
April 11	12	About 30 hours (10 to go)
May 2	15	About 37.5 hours (almost done)
May 16	17	Last day to volunteer and submit hours
May 16	17	Final Statements are also due

Examples: http://cbaservice.com/Student_Statements

Contact Details:

<http://www.CBAService.com>

<http://www.Facebook.com/group.php?gid=62144387469>

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Frequently Asked Questions:

What is Service Learning?

Service learning is a program that combines SERVICE and LEARNING in intentional ways. It allows students to provide an important service to the community while gaining specific expertise through career related activities. Students add a service element to sponsored, relevant courses, combining their classroom knowledge and specific course expertise. In the process, they provide assistance to a disadvantaged community.

How is Service Learning unique at Fordham's College of Business Administration?

Students work directly with local community agencies on business-related issues and provide assistance in the form of research or special projects to address those issues.

What is required of the student?

Students are required to perform 40 hours of on-site service during the semester at one of the selected agencies. In addition, students must:

- Submit a weekly status report by web form every Sunday by 5 pm.
- Attend an assessment seminar at the beginning of the semester
- Meet with the CBA Service Graduate Assistant about your progress once per semester.
- Complete a final statement online (after the 40 hours of service) – longer summary of experiences.
- Complete any additional requirements assigned by their professor

How do I sign up for the program?

Business students interested in Service Learning should complete the Agreement Form Online.

When does the program begin?

Service periods begin at the start of each semester. Students generally work about 3 hours per week over the course of the semester. Students who complete their service hours can stay on as volunteers.

What kind of work will students do?

CBA Service Learning attempts to provide valuable business related services to our community agencies while assisting in the student's career development. Previous student assignments have included:

- Serving as a business liaison
- Planning fundraising initiatives
- Developing websites
- Designing instructional courses
- Developing business plans
- Writing grant proposals
- Assisting the business activities of a non-profit agency

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What community agencies will students be working with?

Students work with local agencies that handle issues like:

- Employment placement
- Volunteer recruitment
- Affordable housing
- Environmental issues
- Health care
- Student mentoring
- Non-profit management

Specific information on suggested agencies is available on the Agencies page of the website.

Do students receive course credit for participating?

Yes, one course credit will be awarded and graded by the course instructor as a separate grade. Service learning for credit can be a part of the student's schedule for a maximum of three terms.

Is the program only for CBA students?

Our program is for undergraduate business students only. A separate Service Learning program is available for non-business students.

We occasionally have opportunities for additional community service. These appeals for volunteers are not directly part of Service Learning and are open to all students regardless of school.

What should my weekly web form update include?

The weekly update form is designed to help you reflect on the work you are doing. It also allows program directors, agency contacts and your course instructor to monitor your hours and progress.

The online reports are due every Sunday at 5:00 p.m. and should include:

- How many hours you worked that previous week
- The types of work you did
- Any reflections, thoughts or problems you want to discuss

What do I do when I complete my service hours?

Students should work with their agency managers to conclude the service period. Students who complete their 40 hour commitment have the option to stay on and continue volunteering for as long as they like.