



## **CALL TO SERVICE INITIATIVE GRANTEE FINAL REPORT**

**FINAL REPORT SUBMISSION WILL ONLY BE ACCEPTED ONLINE**

**[CLICK HERE TO SUBMIT FINAL REPORT](#)**

**See below for the list of questions for the final report:**

**1. Grantee Information**

- Name
- SF State Email

**2. Grant Category (Please indicate the category in which you received a grant.)**

- ☐ Add Service Learning to a Course
- ☐ Partnerships in Service
- ☐ Student Assistant(s) for Community Service Learning Course (CSL)
- ☐ Eisman Award for Engaged Scholarship
- ☐ Civic Engagement/Civic Learning

**3. Academic year when grant was received**

- Academic Year

**4. General Information**

Depending on the grant category, please complete the following. If not applicable, indicate in text box: NA.

- Course Prefix (e.g., ENV, HUM, etc.)
- Course Number
- Section Number
- Course Name
- Semester course offered
- Name of Community Partner(s) you collaborated with
- Name of University Program(s)/Student Group(s) you collaborated with

## **5. Progress Towards Grant Objectives**

- Please describe the kind of activities this award supported. A narrative is fine or a list of bullet points is acceptable.
- If any objectives were not met, please explain:
- Please relate ONE particular exciting or meaningful story from this experience that demonstrates the impact of this grant.
- What products and/or services were developed as a result of receiving this grant? (For example, brochures, videotapes, websites, directories, service-learning resources such as syllabi, trainings, support information, etc.).
- Upload your sample product document/material(s) here:

## **6. Challenges or Issues**

- What challenges or issues were you faced with? (E.g., with planning and implementation, team support, community placement development, etc.).
- What strategies did you use to address these challenges? (Share key points or highlights).

## **7. Leveraging Relationships and Resources**

Depending on the grant category, please complete the following responses. If not applicable, indicate N/A in text box.

- How many faculty and/or staff members participated in the redesign of this course?
- How many university students participated in the redesign of this course?
- How many, and which, academic disciplines were involved in the redesign of this course? (Please list)
- How many, and which, community organizations provided you with the input about the redesign of your course? (Please list)
- Did this grant help you increase the number of community partners and/or strengthen your relationship with existing community partners?
  - i. If yes, please explain and provide example(s)
  - ii. If no, please explain
- Did this grant increase the capacity of your department to meet the needs of local communities?
  - i. If yes, please explain and provide example(s)
  - ii. If no, please explain
- As you consider the future of this course, what other relationships/partners do you want to involve and briefly describe how these might be established?

## **8. Evaluation and Dissemination**

- How have you been evaluating the impact of your work? If you have any evaluation forms please attach a copy below
- Upload your sample evaluation document here:
  - i. Save as "PDF"
  - ii. Save as with title as "LastnameFirstnameEvaluation"

## 9. Public Relations

- Please submit a brief vignette (in PDF format) of no more than 650 words each. This could include testimonials, quotes, etc., which capture and highlight the service/impact. This will help us showcase your work and be used for outreach and marketing materials to elevate civic engagement and service learning at a system-wide level.
  - i. Upload your vignette here
  - ii. Please include your name and grant title in the PDF file name.
- Please provide any associated high-resolution photos, videos, etc., related to your grant results vignette.
  - i. Upload your image media here

## Please indicate if you received a course-related grant: Yes/No

Below questions are for course-related grants only.

## 10. Course Logistics

- In your proposal you described what students would do, and where they would perform their service hours, etc. Briefly describe what issues may have been encountered during the process.
- What kind of CSL opportunities were you able to arrange? Check all that apply.
  - ☐ Direct service (e.g., mentoring, visits with elderly, youth leadership, etc.)
  - ☐ Outreach or Education (e.g., tutoring, door-to door canvassing, workshops, etc.)
  - ☐ Technical Assistance (e.g., brochure writing, graphic design, computer training, etc.)
  - ☐ Other:
- How did you develop these placements?
  - ☐ Cold calling
  - ☐ Previous relationships
  - ☐ Through ICCE
  - ☐ Department
  - ☐ Other
- What type of tasks will the students be expected to perform at their placements? Check all that apply.
  - ☐ Health / Mental Health
  - ☐ Communication / Media
  - ☐ Community Development
  - ☐ Culture (e.g., visual or theatrical arts, fine arts, museums, etc.)
  - ☐ Education
  - ☐ Elderly, Senior Citizens (e.g., "aging in place")
  - ☐ Environmental

- ☐ Human dimensions / Social Services
- ☐ Other:
- How many minimum CSL hours are you requiring your students to serve for this course?
- What specific reflection activities did you develop/use for your CSL course?
  - ☐ Weekly journals, letters, memos, emails, etc.
  - ☐ Paper / Report Writing
  - ☐ Artistic Presentations (e.g., art, drama, film, videos, etc.)
  - ☐ Structured group discussions
  - ☐ Informal group discussions
  - ☐ Presentations (oral or visual/graphic)
  - ☐ Other:
- If grant(s) were requested to hire Student Assistant support, in which specific aspects of your project did you find a Student Assistant useful?
  - ☐ No Student Assistant was used
  - ☐ Placement Development
  - ☐ Curriculum Development
  - ☐ Tracking/monitoring students
  - ☐ Other:
- If your grant request included any Student Assistant support, we would like to know whether the Student Assistant encountered any problems. Please check all that apply.:
  - ☐ No Student Assistant was used
  - ☐ No issues/problems occurred
  - ☐ Workspace
  - ☐ Resources
  - ☐ Understanding Community Service Learning methods
  - ☐ Placing and/or monitoring students
  - ☐ Other:

## 11. Students Enrolled in this Course

- If you taught this course, how many students opted for the CSL option?
- By what means, if any, did you evaluate the ways CSL uniquely affected your students?
  - ☐ CSL students' evaluation
  - ☐ My own formal evaluation
  - ☐ My own formal reflection
  - ☐ Third-party evaluation
  - ☐ The student(s)' discussion/assignment(s)
  - ☐ Other:
- Please reflect on how you believe CSL affected your students in the following areas:
  1. Understanding course material (especially in contrast to the effects of a similar course without CSL)

2. Providing practical experience
  3. Gaining a sense of the community (e.g., needs, issues, values)
  4. Understanding/interpreting the notion of "community service learning" and "civic responsibility"
- Please check off specific subject areas where your students would have benefited from additional orientation or training before beginning their placements:
    - ☐ Contacting Agencies
    - ☐ Choosing an Agency
    - ☐ Interviewing Skills
    - ☐ Understanding CSL Procedures/Guidelines
    - ☐ Coping with Potential Problems
    - ☐ Other:

## 12. ICCE's Role

- What kind of services would be appropriate and helpful for the CSL program staff at ICCE to provide for you?
- What information do you think would be most useful to share between faculty members developing and/or teaching a CSL course?
  - ☐ Methods for developing placements
  - ☐ Curriculum materials/course instruction examples
  - ☐ Methods for tracking and monitoring students
  - ☐ Discussion on common CSL practices
  - ☐ Sample activities/exercises, assignments for reflection
  - ☐ Student site placements (e.g., ULink, risk management, forms, etc.)
  - ☐ Other:

## 13. CSL at SF State

- Please list any recommendations you have for incorporating CSL into the overall SF State curriculum. In particular, we are seeking ideas such as sustainability, management, promotion/publicity, funding, placement development, and/or curriculum development.

## 14. Next Step/Sustainability

- Will you be teaching this course again?
  - Yes\_\_\_ No\_\_\_ If yes, when?
- What problems, if any, do you anticipate regarding continuing to offer your course with a CSL component?
  - ☐ Resources / Funding
  - ☐ Departmental Support

- ☐ College Support
- ☐ Finding Appropriate Placements
- ☐ Student Interest
- ☐ Managing Students in the Field
- ☐ Other
- Please indicate whether we can post your revised syllabus/syllabi, assessment materials, etc., on the ICCE website so other institutions or SF State faculty can review. We appreciate the opportunity to share, and we ask to respect faculty decisions.
  - ☐ YES
  - ☐ NO
  - ☐ MAYBE, I'll get back with you
- Please attach revised syllabus/syllabi and other materials developed with the CSL curriculum development award fund.
  - i. Save as "PDF"
  - ii. Save as with title as "LastnameFirstnameMaterialsDeveloped"

**Thank you so much for your time and responses to this important report!**