

Frequently Asked Questions for CHM Service-Learning, HM460 1 Credit**1. When can I do the work for Service-Learning credit?**

This requirement begins with students in the 2009 matriculating class and will be required of students in each class matriculating in successive years. You must complete this requirement by graduation. We strongly recommend you incorporate this into your planning for medical school, and consider completing the requirement before Block 3.

2. If I go to Saginaw Community Campus as a member of the Leadership for the Underserved (LMU) program, will the work I do during the LMU elective courses for credit count for this Service-Learning requirement?

No, any work for credit for another course will not count. Students at the Saginaw campus can count their volunteer work for the LMU certificate during community activity sessions for their Service-Learning requirement.

3. How do I find an agency to work with?

Please see the CHM list of organizations that have agreed to participate, and also review the MSU Center for Service Learning and Civic Engagement website for more opportunities: www.servicelearning.msu.edu/. You may also wish to seek out community organizations on your own initiative based on your areas of interest. The organization must be one whose work responds to an identified community need and is approved by the Course Director as part of your preparation. Relatives may not supervise a student's service.

4. What do you mean by preparation?

You must fill out a form (available online) describing the service project or activity, provide a sign-off from an appropriate organizational contact approving your participation, provide a sign off from a faculty advisor who agrees to read/discuss/evaluate/ your reflective essay and respond to your questions, and provide research on the organization's mission and services, and your project plan (if applicable). The Course Director will give you permission to proceed after evidence of preparation.

5. How do I find a faculty advisor?

You may ask a mentor from mentor group to serve as your faculty advisor, you may wish to invite a faculty member in a specific clinical area who has some interest and connection to your service experience, or you may seek out a faculty member in basic science. Please see an initial list of faculty who have agreed to participate.

6. When do I enroll for this 1 credit course?

You should enroll for this course in the semester you plan to turn in your reflective essay to your faculty advisor and Course Director.

7. Will a background check be required?

Some agencies may require a background check. This will not be a covered expense by the college. Criminal Background Checks will be required of students entering in 2010. The MSU Center for Service Learning and Civic Engagement will run background checks if required by the community organization so as to comply with Family Educational Rights and Privacy Act.

8. Can I complete the 40 hours over 4 years?

Yes, for example, if you stay in Lansing for 4 years and volunteer 10 hours per year at the Friendship Clinic, you will have the required number of hours in the 4th year before graduation.

9. What if I choose to volunteer for 2 years at the Friendship Clinic in Lansing, and then volunteer for Planned Parenthood in Kalamazoo? Will this count or must I perform service-learning at only one community organization?

The two service-learning activities will count. Your reflective essay will reflect what you have learned from both experiences.

10. Can I perform Service-Learning during spring break?

Yes, for example, you may sign up for an Alternative Spring Break program sponsored by the MSU Office for Service-Learning and Civic Engagement (see MSU website). Habitat for Humanity programs, working with HIV/AIDS patients are some of the many opportunities available.

11. Can I perform Service-Learning during the 7 weeks after the end of Block 1?

Yes, that would be an ideal time.

12. Can a program abroad after Block 1 count for Service-Learning?

Yes, but you must show preparation and obtain the consent/signature of your community organization contact abroad, and obtain the approval of a faculty advisor willing to work with you and to read your reflective essay. By enrolling for 1 credit for Service-Learning, you may access increased loan aid to cover expense for your international experience.

13. Must I develop and submit a product such as a video, or brochure on some aspect of health education?

No, products are optional. But a product may be something you and the community organization may want to develop during the course of your service. You can tell about your product in your reflection essay. Your advisor may request to see it.

14. Should I keep a journal to record what happens and any learning or insights?

A journal would be very helpful to record your thoughts, feelings, insights, questions on your participation, clients the organization serves, the community issue that the organization is addressing, the social context of the problem, how this relates to health care, connections between academic and experiential learning, and any critical incidents.. These notes will be helpful when you compose your essay on what you have learned.

15. How do I get started?

Please read the materials on Service-Learning, check out organizations you may wish to work with, do your homework on the mission and services of the organization you select, speak to a representative from the organization, and secure permission from the organization. You will demonstrate your preparation with the Course Director who must approve your project/activity before you begin to provide service. A form for preparation will be posted.

16. How will my record be tracked?

The course director will use Angel Groups to post information, CHM Service-Learning forms, lists of organizations, and lists of faculty advisors. Students will enter their information and upload documents to folders. When the student is ready to submit the reflective essay, the student should enroll that semester in the Service-Learning course.

17. I am an extended student from the matriculating class of 2008. Must I complete the Service-Learning requirement?

No, this requirement begins with the matriculating class of 2009.

18. Is it possible to change faculty advisors?

Yes. You may have selected a faculty advisor when you began the Service-Learning requirement in 2009-2010, but you are now on a different campus and will complete the 40 hours of service in your new community. You may continue with your faculty advisor or you may select a second faculty advisor from your current community campus. You must notify your original advisor and the Course Director of the change.

19. Can I work on Service-Learning while I have extended my program?

Yes, according to limits set forth for extended students.

20. Who gives my grade?

The Course Director will give the grade according to evidence of 40 hours of service, and successful evaluation by the faculty advisor for your reflective essay.

21. Will I be able to remediate?

Yes. This must be worked out with the Course Director.

22. Will I be able to do an elective clinical rotation in my fourth year as my Service-Learning activity?

Yes, but this will be a sixth elective rotation in addition to the 5 required elective rotations.

23. Will I be indemnified for my service work outside of the required medical school clinical work settings?

Yes, per MSU Board of Trustees' policy, students will be covered under the university's indemnification coverage and must be registered with the Center for Service Learning and Civic Engagement (CSLCE) no matter if the student secures the position through the Center or through some other means. If the student does not use the CSLCE to secure a position, then the Course Director must register the student with the CSLCE, and provide the name of the community organization and contact person.

24. What do faculty advisors get from assisting students with their Service-Learning requirement?

Faculty advisors will have an opportunity to know a student around a meaningful experience. Students want to know faculty, especially in preclinical years. In addition, faculty advisors will receive 5 hours of teaching credit.

25. How much time will this involve for a faculty advisor?

Initial contact by the student, reading, discussing and evaluating the reflective essay submitted by the student should take about 4 hours.

26. What else is required of the faculty advisor?

You must sign off as the faculty advisor for the student, and evaluate and sign off on the evaluation for the student's reflective essay. A form with criteria and grading will be posted on Angel.

27. Will my leadership role for a student organization count as service-learning?

No, your leadership role as president of AMSA will not count. However, if in your leadership role, you coordinate a project for the group, such as the Michigan Healthcare Rally, then this would count as service-learning. Coordinating the Lansing Friendship Clinic counts as service-learning.

August 11, 2009