INSTRUCTIONALLY RELATED ACTIVITIES

California State University

CHANNEL ISLANDS

Instructionally Related Activities Report Form

SPONSOR	DEPARTMENT
Andrea Grove	Centers for Community Engagement

ACTIVITY TITLE	DATE (S) OF ACTIVITY
Service Learning Livescan Fund	AY12-13

SUPPORTING DOCUMENTATION

Attach:
1) Student evaluations or assessments
2) Please list the number of students participating for each segment of the activity. For overnight activities please include the names, majors, and graduation dates of students on a separate sheet. (Student names are for internal IRA use only and will <u>not</u> be published)
3) Images demonstrating student participation (up to 6 images)
4) A summary of expenses

E-mail to the IRA Coordinator at lisa.ayre-smith@csuci.edu within 30 days after the activity.
It is recommended that sponsors also retain copies of reports for your records.

Thank you for your commitment to engaging our students!!

PLEASE ANSWER THE FOLLOWING QUESTIONS:

(1) PROVIDE A DESCRIPTION OF THE ACTIVITY

The Centers for Community Engagement, with generous funding from the IRA committee was able to set up a student payment system for Livescan fees. The CCE and Parking and Police service established a chargeback voucher to incur the cost of background checks and fingerprinting for service learning students working with vulnerable populations. We worked directly with Colleen Haws, Police and Parking Services to track expenditures on a monthly basis. We included this information in the Service Learning Student Guidebook for broad distribution to all service learning students, incorporated this information into our in-class orientations, posted this resource on CI Community and sent an email out to all service learning faculty. Twenty-three students utilized this financial service in AY 12-13.

(2) HOW DID THE ACTIVITY RELATE TO A COURSE(S) AND/OR LEARNING OBJECTIVES?

Livescan resources were made available to all service learning students who chose

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a community partner where Live Scan was a requirement. Therefore, students self-selected to use or not use Live Scan resources.

(3) WHAT DO YOU SEE AS THE STRENGTHS OF THE ACTIVITY?

This continues to be a necessary financial support for students engaged in a service learning course where they are working with children. Feedback from faculty, when this support was not available, revealed that due to the potentially high cost of LiveScan services, students chose sites where this was not a requirement. This is also seen as a benefit to our community partners and an incentive to those wanting to partner with the University.

(4) WHAT WOULD YOU SAY ARE/WERE THE ACTIVITY'S WEAKNESSES?
None seen.
(5) HOW WOULD YOU IMPROVE THIS ACTIVITY FOR NEXT TIME?
In the past we did not track the names of students, service learning course they were taking or where they were going to serve. Going forward, a mechanism to do so would be established.

(6) WHAT DID YOU LEARN FROM THE PROCESS?
This is a valuable resource for students and community partners.

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