

## Lindenwood University Service Hour Designation



Lindenwood University embraces community service as an extension of service-learning, which is a philosophy of experiential learning in which students participate in community service not only to meet the needs of the community, but also to develop their critical thinking skills, commitment to values, and skills for effective citizenship.

Beginning in 2010, students who acquire 500 hours of qualified community service will receive a designation on their permanent academic transcript to recognize their achievement. In addition, they will receive special recognition in commencement publications and receive a service cord that they can wear at graduation.

To satisfy this requirement, community service projects must meet the following criteria:

- 1) No pay or other compensation may be received for service.
- 2) No family members may be the recipients or supervision of service.
- 3) No designation will be given for work with a profit-making organization.
- 4) No credit will be given for co-curricular activities (i.e.: grading papers, participating in school performance activities that are related to or required by another class, managing sports teams, etc.). In other words, a public service organization must be the primary beneficiary of community service projects/time.
- 5) No credit given for hours required to satisfy Work and Learn requirements (including Learn and Serve).
- 6) No credit for service will be given for court-required or other punitive service.
- 7) Service must take place during the time that the student was enrolled at Lindenwood University.

**Directions:** Student participants must set up an account through [www.OrgSync.com](http://www.OrgSync.com) for consideration. Once you set up an account, go to **Academics** and then **Community Service Transcript Designation Program**. Once you sign up to become a member, the system will send me an email to accept you.

Once you are accepted, return to the site and go to **Tools** and then **Timesheet** to upload your hours and agency contact information. Your agency contact will receive an email from Dr. Turner to verify your placement. Hours can be uploaded on a routine basis during the student's career at Lindenwood University. There is also a tutorial section on OrgSync if you are having any difficulty.

Graduating seniors must have achieved 500 documented, approved hours by March 1 of each year in order to allow time for verification and inclusion in commencement publications (July 1 for August graduation; November 1 for December graduation). All placements will be reviewed for verification. Students will be contacted for any clarification or other notification. Questions can be directed to Dr. Julie Turner, [jturner@lindenwood.edu](mailto:jturner@lindenwood.edu) or 636-949-4652.

