



# **COMMUNITY-BASED LEARNING STUDENT MANUAL**

Dominican University  
Office for Civic Learning  
Lewis 216



# MISSION

Community-based Learning assists Dominican University students and faculty in realizing and advancing the mission to give compassionate service and participate in the creation of a more just and humane world.

# CBL VISION STATEMENT

Community-based Learning is a distinct pedagogy where there is a collaboration between the university and community through which students experience community service in relation to course content, and develop skills in critical thinking, cross cultural communication, and in social analysis. All of these contribute to the university mission to graduate ethical global citizens.

# LEARNING OBJECTIVES

1. Students will articulate the connection between Community-based learning & the University Mission.
2. Students will reflect on the impact of the agency on the community and evaluate their contribution to the agency's mission.
3. Students will identify connections between Community-based Learning experiences and course content.
4. Students will synthesize course content with CBL activities through personal and group reflections.
5. Students will be able to describe similarities and differences between themselves and the culture and community served by their agency.
6. Students will be able to explain how their course material may be used to engage with and demonstrate commitment to the broader community.

# MEET THE STAFF



**Paul Simpson**  
Director for Civic  
Learning

Paul (he/him) has previous experience with labor organizing and service with the homeless population. He helps manage the ExcEL Scholar Award program and teaches seminar classes at Dominican.

[pvsimpson@dom.edu](mailto:pvsimpson@dom.edu)



**Pauline Williams**  
Student Intern

Paula (she/her) is a biology major planning to pursue research in the medical field. Her volunteer experience includes numerous events for the UN club, Girl Up, and working with children at Erie Neighborhood House.

[pwilliams2@my.dom.edu](mailto:pwilliams2@my.dom.edu)



**Emma Ramirez**  
Willenborg Student Fellow

Emma (she/her) works for the Criminology department as a fellow. She is a grad student in the Library & Information Sciences program, as well as a student at McCormick Theological Seminary.

[eramirez3@my.dom.edu](mailto:eramirez3@my.dom.edu)



# MEET THE STAFF



**Chloe Young**

Willenborg Student Fellow

Chloe (she/her) is a senior pursuing her bachelors in psychology and is also in the School of Social Work pursuing her MSW with the goal of becoming a medical social worker. She volunteers at Sarah's Inn and created DU Votes, Dominican's voting rights and resources group.  
cyoung@my.dom.edu



**Johanna Carrera**

Student Intern

Johana (she/her) is a senior at DU pursuing a psychology degree with a minor in criminology. She aspires to get involved in the criminal justice system to create a change in racial inequalities. She has been involved in local volunteer events and is very excited to create a positive impact in the community.  
jcarrera@my.dom.edu

# IMPORTANT DATES




**Thursday, September 8th:** Civic Learning Fair (1:30-3:30pm)

**Thursday, September 15th:** Deadline to share agency information with Paul Simpson and your professor (see info on slide 16)

**Tuesday, November 29th:** Hours need to be completed by this date (see info on slide 17)

**Thursday, December 1st:** Deadline to turn in hours submission, student evaluation, and agency evaluation (see slide 17)



**DU**   
**votes**

Get involved with Dominican's voting rights and democratic engagement campaign. We are always looking for students who are passionate about democracy and social justice. Contact Chloe at [cyoung@my.dom.edu](mailto:cyoung@my.dom.edu) for more info.

# GET INVOLVED

 @DU\_CivicLearning

 [facebook.com/OCLDU](https://www.facebook.com/OCLDU)

## Minor in Social Justice (SJCE)

Learn how to actively participate in bringing justice to unjust situations in your world. Be the change you wish to see in the world!

Contact: Tina Taylor-Ritzler at [tritzler@dom.edu](mailto:tritzler@dom.edu)



# CBL ON DU IMPACT (GIVEPULSE)

Givepulse is a platform used in cbl courses to find your volunteer site, stay in contact with your organization, and keep track of your impact!

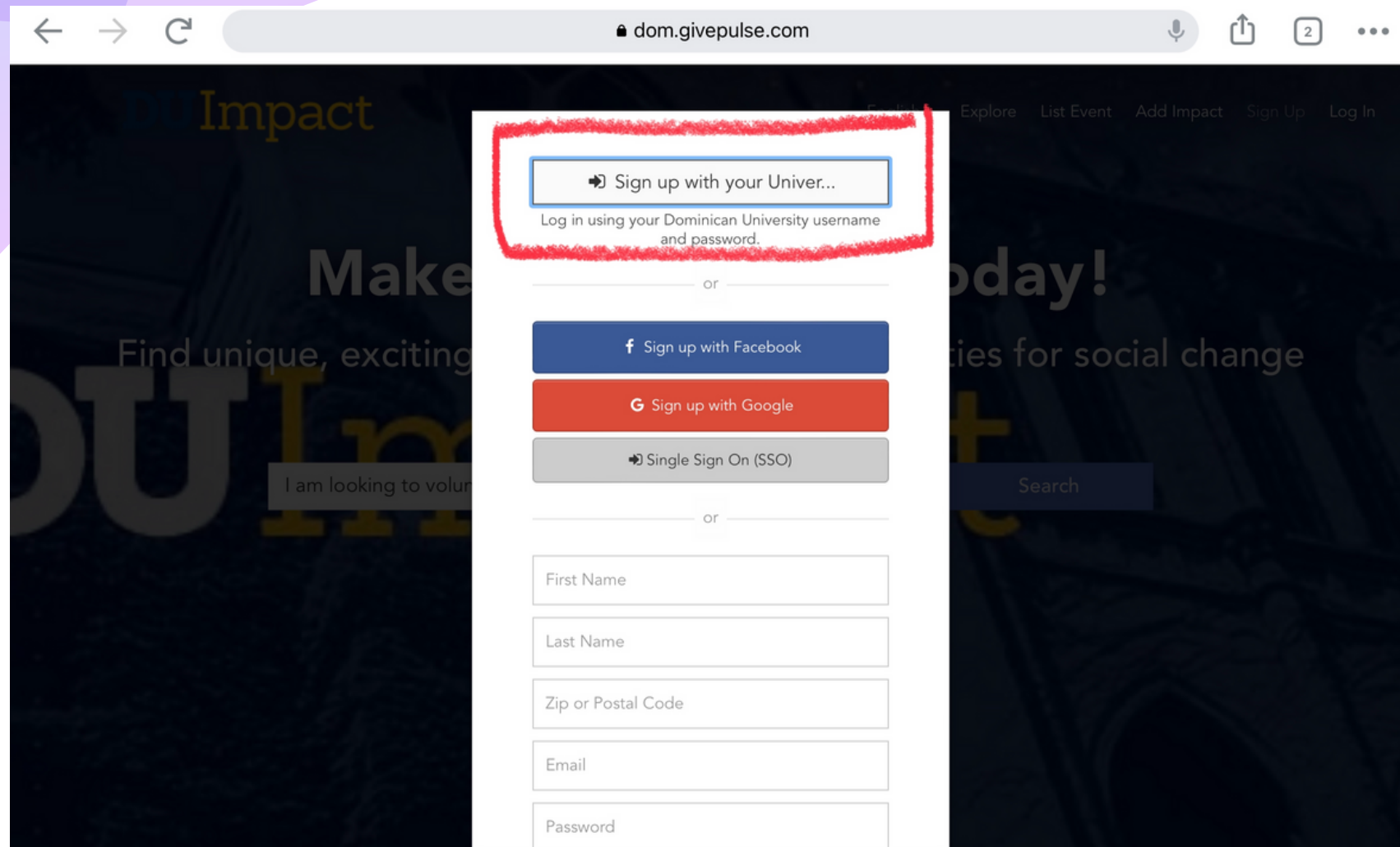
The screenshot displays the GivePulse profile for Dominican University. At the top, the GivePulse logo is on the left, and navigation links for Explore, List, Manage, and Activity are on the right. The main banner features the Dominican University logo and the text "DU Impact". Below the banner, there are buttons for "Joining Disabled" and "Affiliate", and a share icon. The profile name "Dominican University" is prominently displayed, with a circular profile picture and a count of "18" people. A navigation menu includes "Home", "About", "Events", "Subgroups", "Affiliates", "People", and "Classes", along with an "Add Impact" button. A descriptive paragraph states: "As a Sinsinawa Dominican-sponsored institution, Dominican University prepares students to pursue truth, to give compassionate service and to participate in the creation of a more just and humane world." Below this, there is an "Opportunities" section with a search bar and filter buttons for "Date", "Created by", "Event Type", "Age Limit", "Causes", "Virtual", "Sort by", and "More". A user profile for Paul Simpson, Primary Administrator, is visible on the right, with a "Message" link and a set of social media icons (A, W, P, P, P, ...).

This is Dominican University's homepage on GivePulse, *DU Impact*, where you can find your course, groups, and our affiliates (community partners).

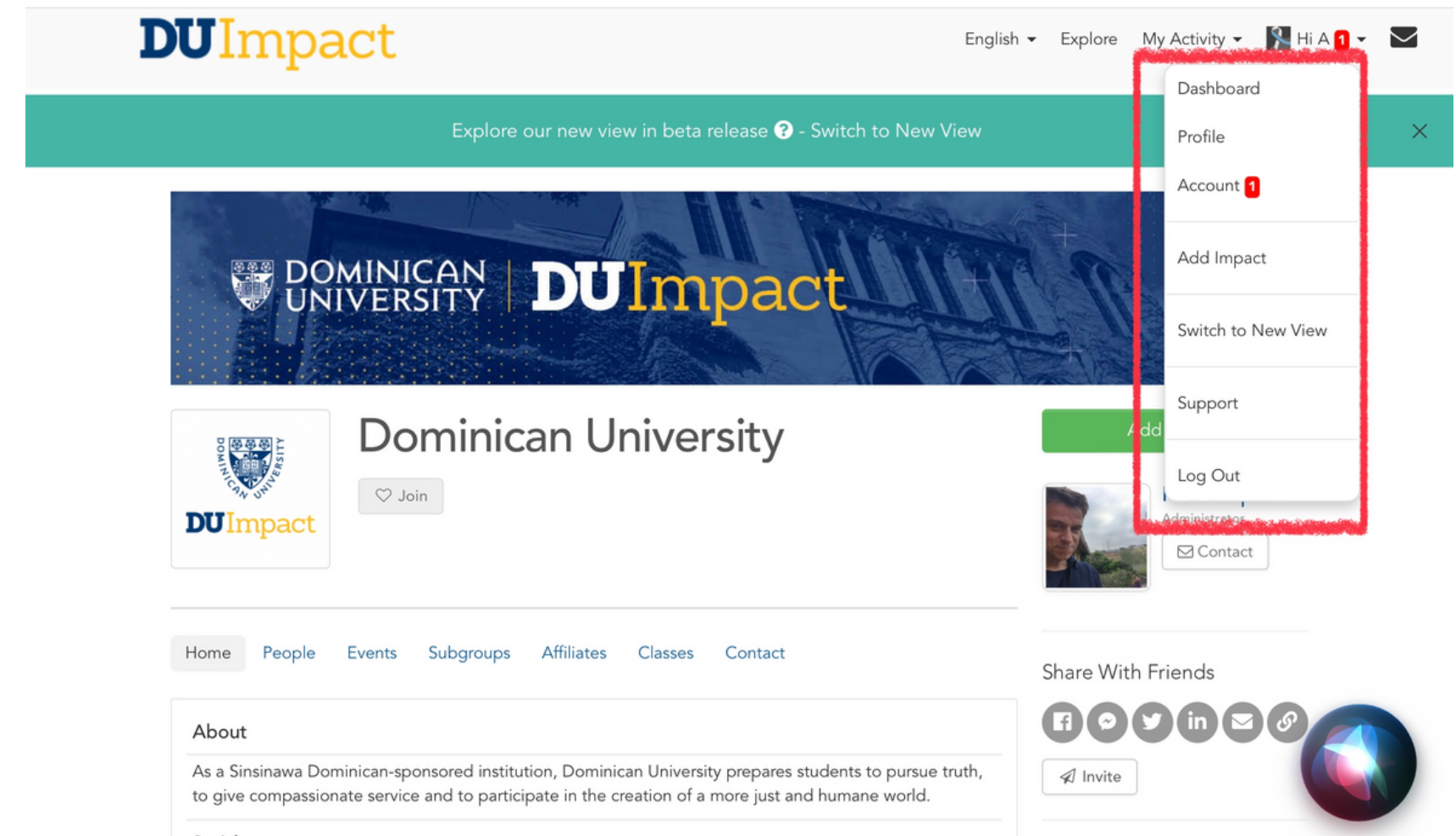




# CREATING AN ACCOUNT



Go to dom.GivePulse.com, and click on 'Sign up with your Univeristy username and password'. Use your DU email and password.




Once you have your account set up, you will see these features under your name. The most important ones are Dashboard, Profile, and Add Impact.




# DASHBOARD




A Romero  
My Dashboard

Registrations 

 Upcoming Events

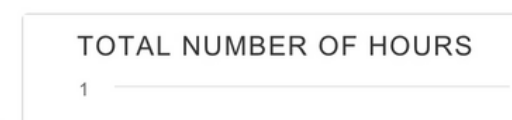
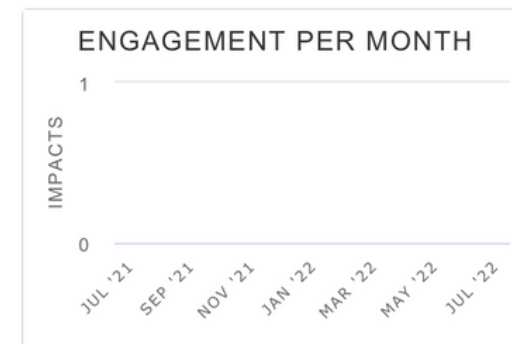
You have not registered for any upcoming events. [Browse Now!](#)

My Memberships

 Groups

You are currently not a member of a group. [Browse Now!](#)

Messages



In your Dashboard, you will be able to see your registration for upcoming shifts for your organization, your memberships (i.e., Dominican University, your organization), and your messages.

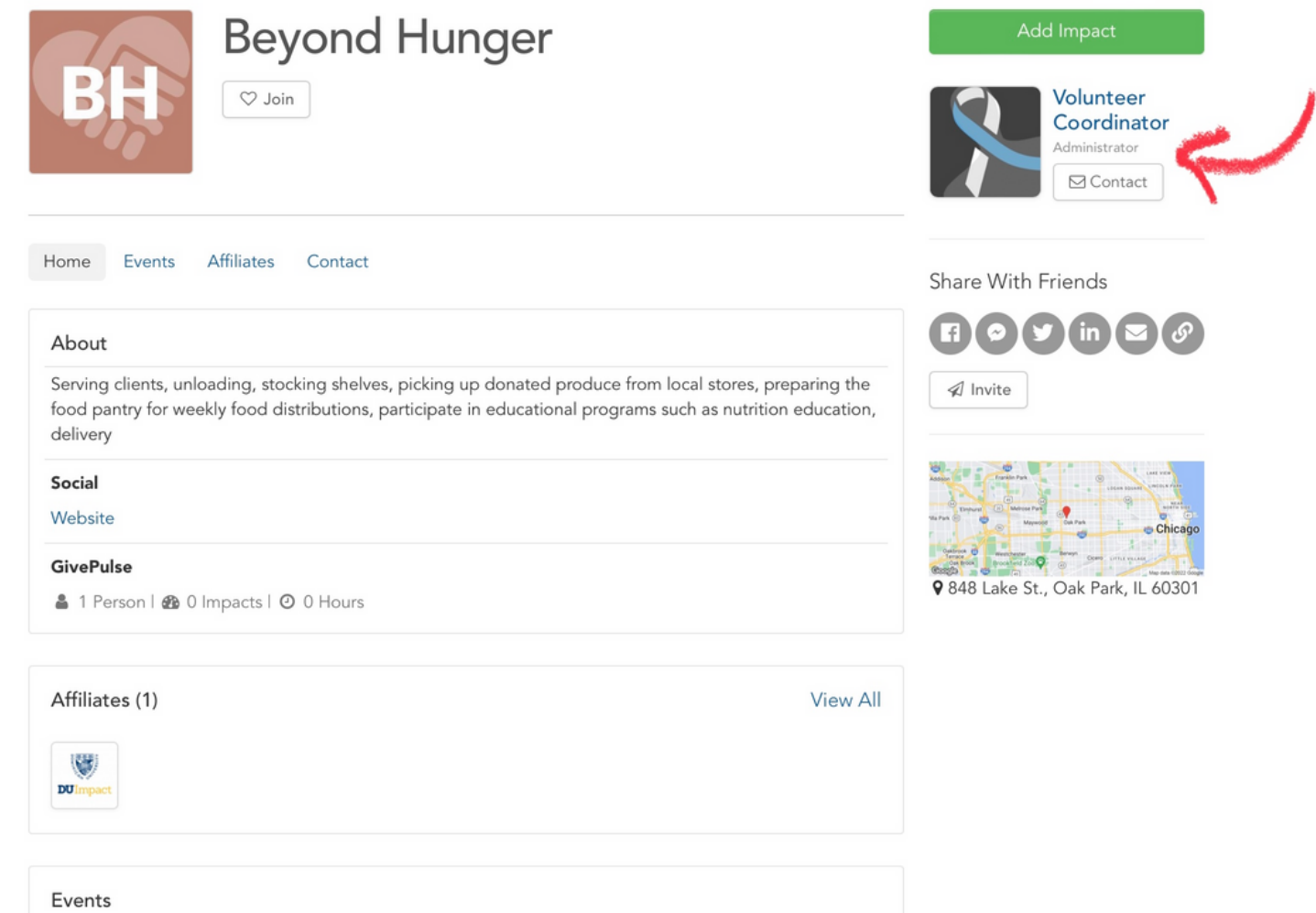
You can also see your Engagement Per Month and Number of Hours Per Month, which you will use to verify hours with your CBL instructor.



# FINDING YOUR ORGANIZATION



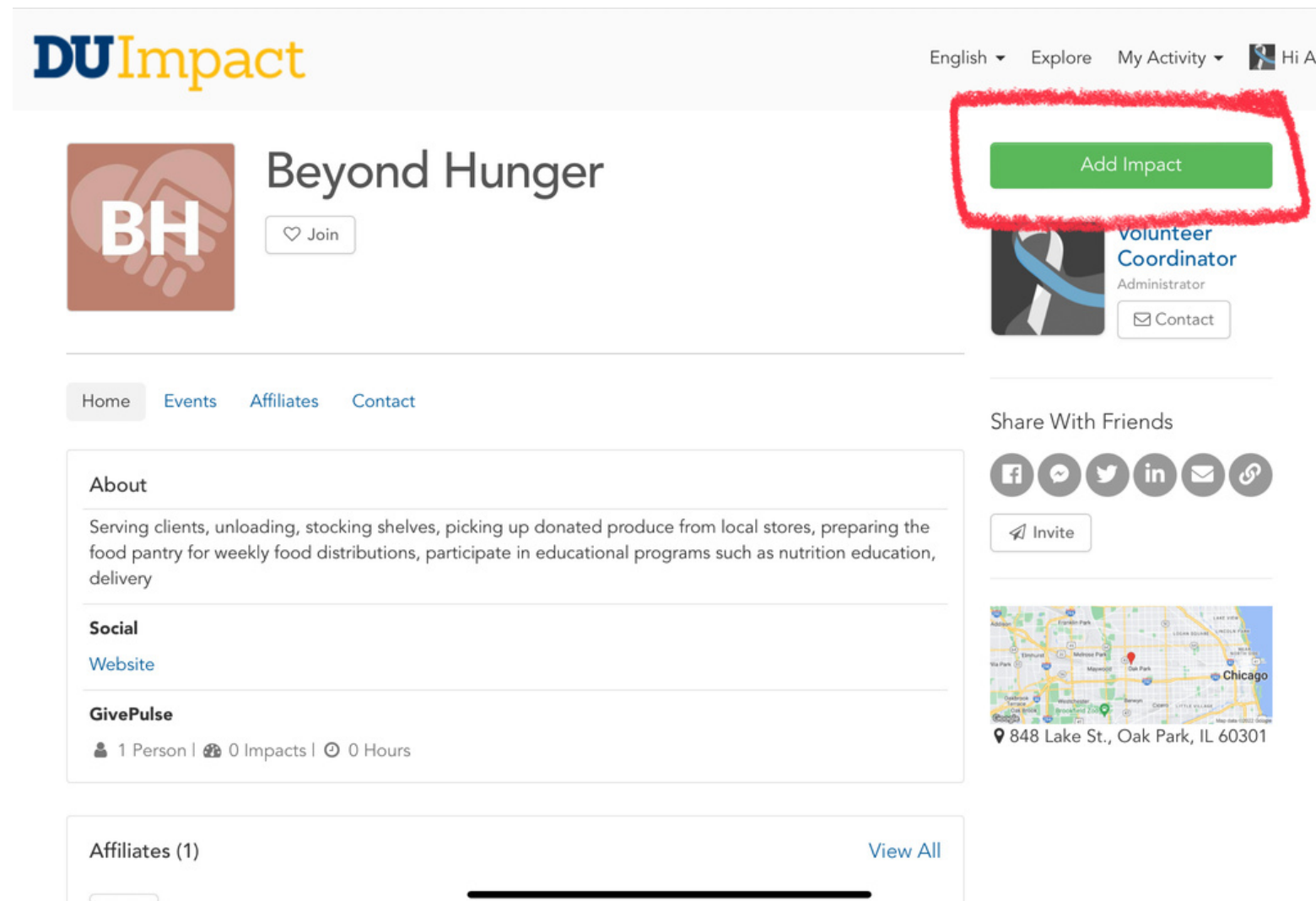
To look through the organizations DU has a partnership with, go to 'Affiliates' on the DU Impact home page. Any of the organizations listed are ones that you can contact to sign up for your CBL hours. Remember, you can only choose one!



Once you find an org you are interested in, you can contact the Volunteer Coordinator right through their page. You can also view their address, upcoming events, and other info about the org. This is also one of the options for adding an Impact, which you will need to do to log your hours.



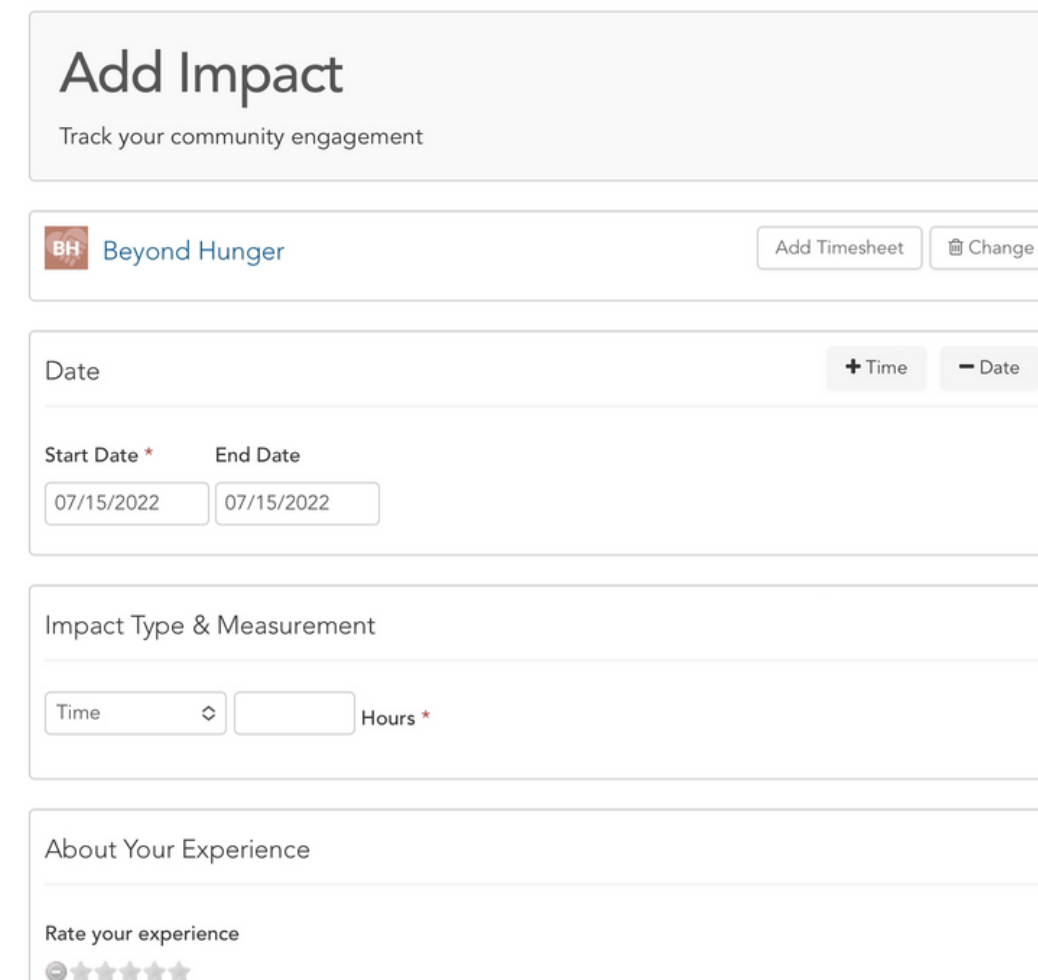
# ADDING AN IMPACT



The screenshot shows the DU Impact website interface for Beyond Hunger. The 'Add Impact' button is highlighted with a red hand-drawn box. The page includes a navigation bar with 'English', 'Explore', 'My Activity', and a user profile 'Hi A'. The main content area features the Beyond Hunger logo, a 'Join' button, and a 'Volunteer Coordinator Administrator' profile with a 'Contact' button. Below this is a 'Share With Friends' section with social media icons and an 'Invite' button. A map shows the location at 848 Lake St., Oak Park, IL 60301. The left sidebar contains 'About', 'Social', and 'GivePulse' sections. The bottom of the page shows 'Affiliates (1)' and a 'View All' link.

There are many ways you can add an Impact, one way being right through the org's GivePulse page. The 'Add Impact' can be found as seen above.

Your "Impact" is the amount of hours you have completed at your chosen agency.



The 'Add Impact' form is titled 'Add Impact' with the subtitle 'Track your community engagement'. It includes a 'Beyond Hunger' header with 'Add Timesheet' and 'Change' buttons. The 'Date' section has a '+ Time' and '- Date' toggle. The 'Start Date' and 'End Date' fields are both set to 07/15/2022. The 'Impact Type & Measurement' section has a dropdown menu set to 'Time' and a 'Hours' field. The 'About Your Experience' section has a 'Rate your experience' field with a star rating.

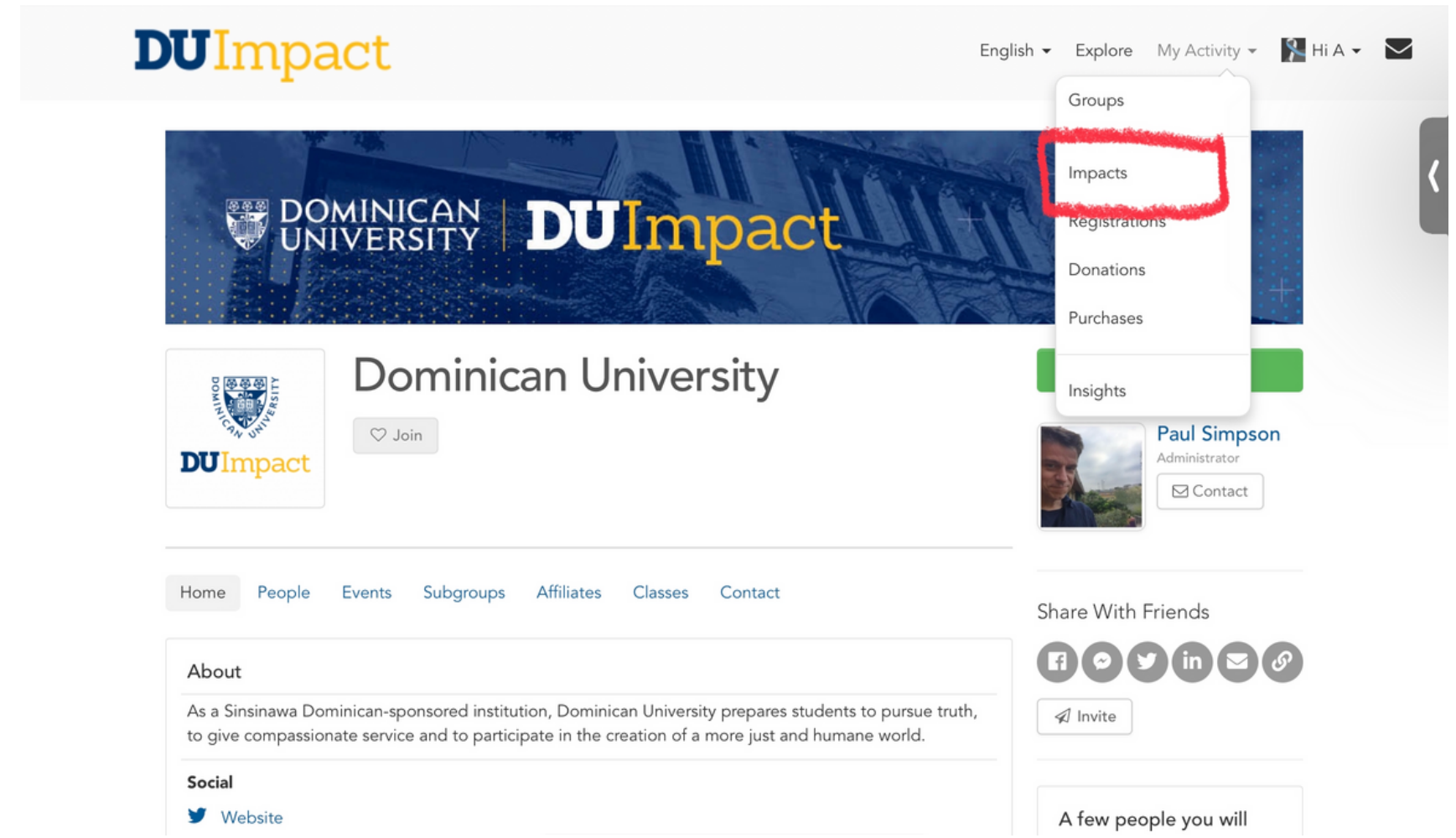
To add an Impact, you need to fill out the time and date you completed your service, your Impact Type (yours will be Time), and a personal reflection or feedback. Your professor may require you to fill this out as part of your course instruction.



# IMPACT CONTINUED



You can also add an Impact via the DU Impact homepage, by clicking your name and going to Add Impact. The same screen as the previous slide will show up.



Another way to add an Impact is by clicking 'My Activity', then 'Impacts'. This is also the page you will go to to see all of your Impacts and therefore all hours completed with your organization. Your agency is responsible for verifying your hours.

# VERIFICATION STATUS

It may take as long as 7 business days for your Impact or service hours to be verified by a rep from your organization or the Office for Civic Learning. To check the status, first go to My Activity > Impacts

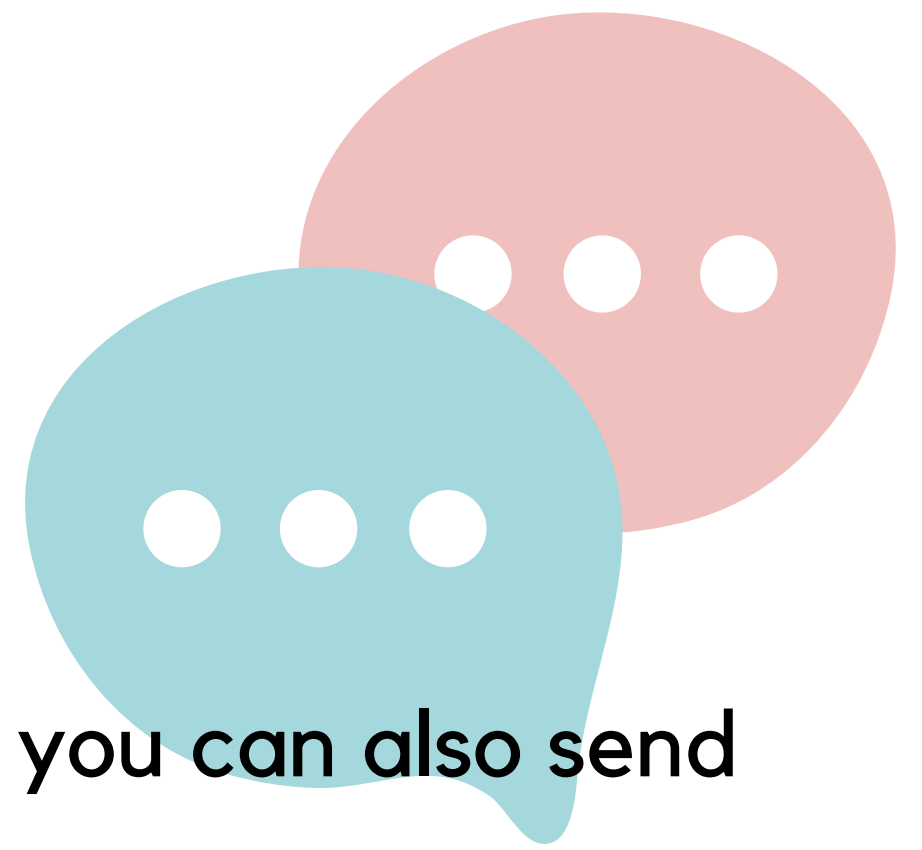


A screenshot of a user's profile page for 'Jeff Winger'. The profile shows a blue and white ribbon icon, the name 'Jeff Winger', and 'Impacts' below it. On the right, it says 'IMPA 4'. Below the profile are statistics: '155 Total Hours', '11 Verified Hours', '\$0 Total', and '\$0 Total Verified'. There are icons for filters, a list, and a calendar. A 'Loading...' indicator is present. Below, two impact entries are shown. The first entry is for 'Jeff Winger gave to Children's Literacy 101 at Research Hours' with a status of 'Pending' highlighted in yellow. The second entry is for 'Jeff Winger gave to Patrick's Pet Supply at Patrick's Epic Food Drive 2020' with a status of 'Verified' highlighted in green.

If it takes longer than 7 days for your verification to be processed, you can click the hours/event you added an Impact for, and click on 'Resend Verification Request'.

You will see your verification status as either 'pending' or 'verified'.

# MESSAGES



Under your dashboard, you will find your messages inbox.

this can be used by your organization to send you messages, and you can also send messages to your org.

Your professor may also utilize this to send course reminders, and the Office for Civic Learning will use it to send you reminders about deadlines and upcoming dates.

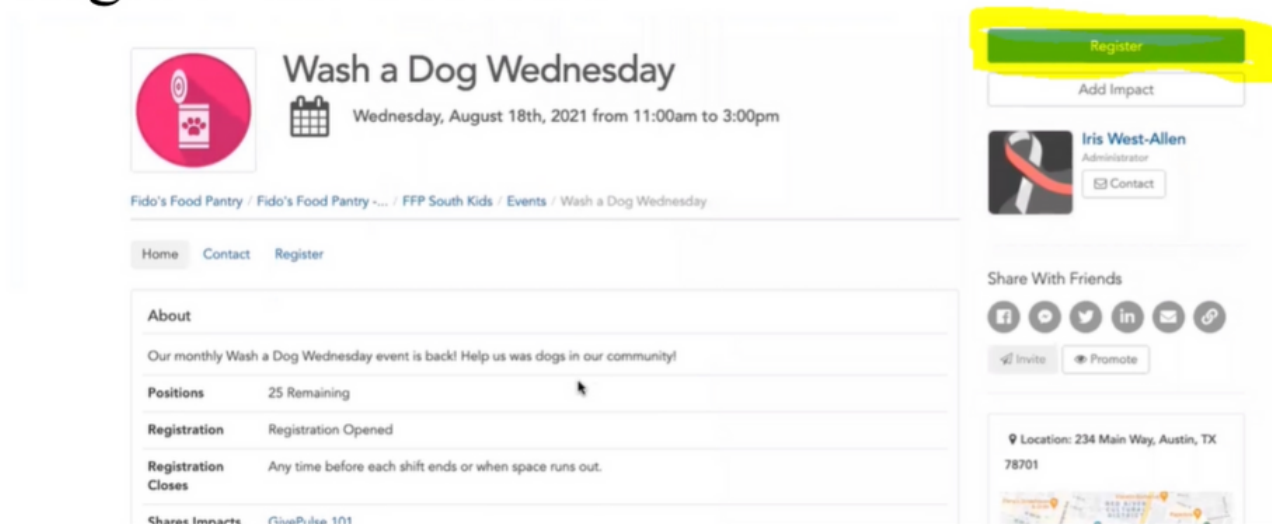
Make sure you check this whenever you login.



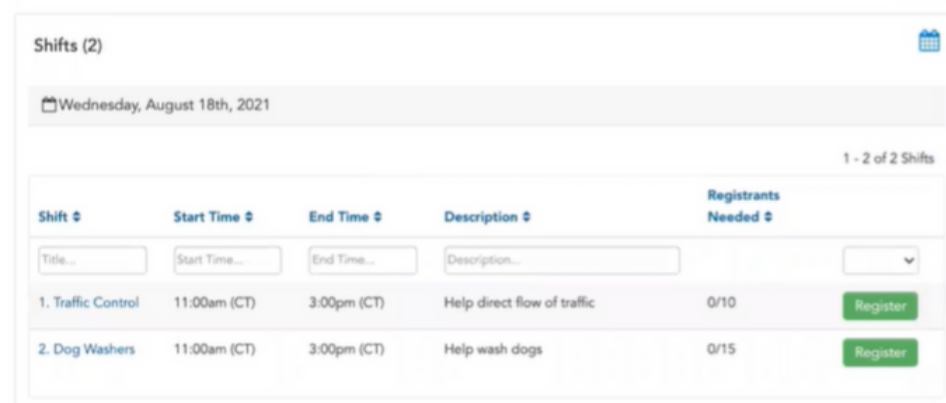


# FINDING AND REGISTERING FOR AN EVENT

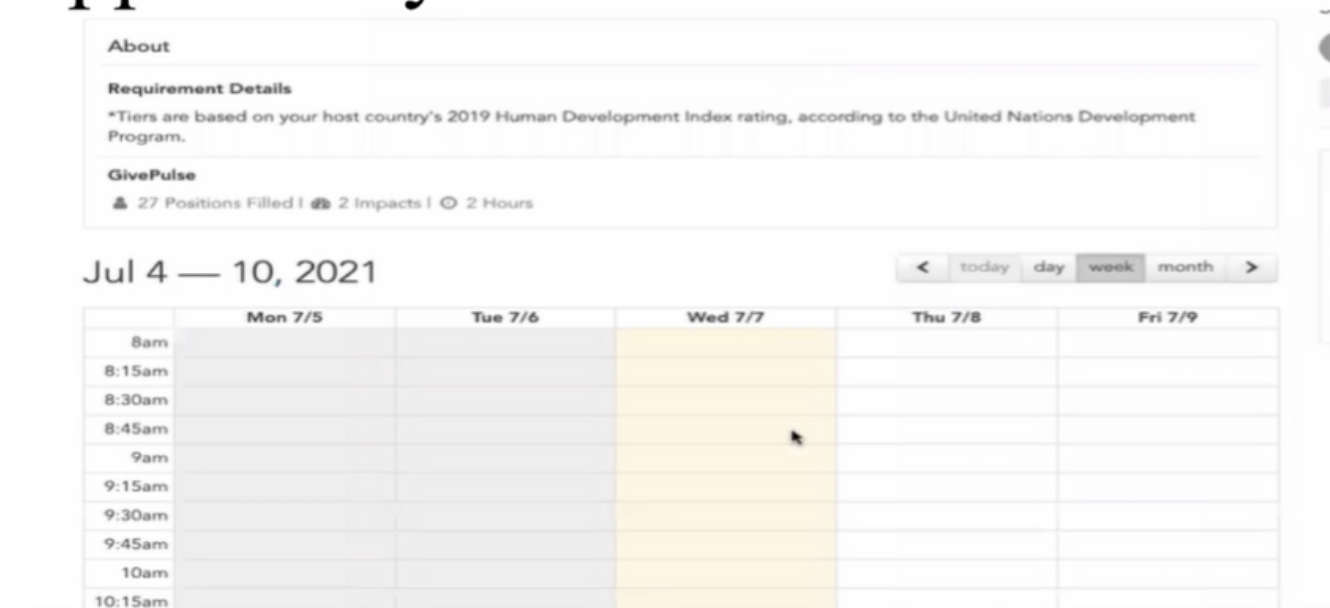
## 5) Register for an Event



- May encounter shifts on a single day event



- May encounter time slots on an open, continuing opportunity



- May encounter a few additional questions before pressing “continue” or “complete registration” button

You can find events or hours to register for by going to your organization’s page on GivePulse and clicking ‘events’. This is a good way to plan your hours and work them around your other semester needs.



# CBL CHECKLIST

## 1. Choose an Agency

Attend the Civic Learning and Career Fair on Thursday, Sept 8th from 1:30 to 3:30pm to meet various community agencies that are appropriate for your CBL course. Attending the event makes choosing a community partner much easier. Your CBL instructor should set guidelines for what kind of agencies are appropriate for you to complete your CBL. Follow these objectives when joining and engaging with an agency.

## 2. Sign Up for an Agency

Once you have chosen a community agency, sign up online through DU Impact (GivePulse) and follow the steps outlined earlier in the manual. If you wish to do service at an organization that you do not find on DU Impact, please contact your professor and the Office for Civic Learning. If your Professor approves of the agency and the agency supervisor is willing to use DU Impact to document your hours, then we will provide that agency with an account.

## 3. Communicating with the Agency

After you have joined an agency, you should ask the site supervisor if they require or can provide an orientation meeting. You can ask them this via email or DU Impact. This initial start of communication is YOUR responsibility. Contact info can be found on the agency's DU Impact page.

## 4. Get Approval for your Agency from your Professor.

Share information about the agency you have chosen with your Professor and Paul Simpson (pvsimpson@dom.edu), the Director for Civic Learning by email or Canvas Messaging. List the name of the org, the work the agency does, and the first volunteer opportunities you have signed up for by **Thursday, September 15.**

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# CHECKLIST CONTINUED

## 5. Complete Your Hours for Class

Complete the required number of engagement hours for your CBL course by **Tuesday, November 29.**

Go to "My Activity>Impacts"



Choose "Print Summary"

## 6. Documenting Your Hours & Evaluations

Your hours submission (provided to your professor and Paul Simpson via Impact PDF--instructions are to the right) is due by **Thursday, December 1st.** Student and agency evaluations are also due on **December 1st.**





# STUDENT EXPECTATIONS

**Confidentiality:** if you are being entrusted with personal stories or information, it is a privilege! Do not abuse others by breaking these confidentiality.

**Self-care:** talk to your supervisor, instructor, or the Director of Civic Learning if you are feeling overwhelmed, saddened, or angry by what you are hearing or experiencing at the agency.

**Practice Flexibility:** be open to the CBL experience and challenges of working with a community agency. Be patient and flexible.

**Be Respectful:** respect the organization, the people within it, and the clients. Even if they do not seem to show you respect, respect them and give them time. You are representing yourself and the Dominican community. Do not offer outside services to clients or accept gifts from clients.

**Be Professional:** dress appropriately and maintain professional relationships. Avoid inappropriate language and behavior. Politely remove yourself from awkward situations. Learn and adhere to the organization's policies and procedures.

**Be Punctual:** arrive to your scheduled hours on time, and do not show up to the agency unannounced. Maintain communication with your site supervisor if you are going to be late.