

Washington State University | Center for Civic Engagement

Welcome WSU students! We look forward to working with you!

As part of this course, you will participate in a service learning experience which is being facilitated by the [Center for Civic Engagement](#). This type of experiential learning allows you to take what you are learning into the real world as you identify, examine, and apply course concepts. Students have often commented that their experiences with service learning were enjoyable, meaningful, and enhanced their learning of course concepts!

You can fulfill your service learning either by doing *CCE-led projects* or a *placement*. *CCE-led projects* are group events open to all students and facilitated by a CCE student staff member. Transportation is provided by the CCE. Projects fill quickly so it is important to sign up early! *Placements* are individual opportunities that you set up with a CCE-approved community partner of your choice. Some placements require an orientation prior to getting started. Students are sometimes asked to complete a volunteer application, background check, TB test, and get finger printed. There are often fees associated with these requirements which are your responsibility. This process takes time so it is imperative to start right away!

Managing your Service Learning

You will manage your service learning experience on [CougSync](#). This system tracks your activities and can even provide you with student involvement records to show all of the activities you have participated in at WSU. This will be a great resource when applying for jobs and/or graduate school!

To get started:

Step 1: Access your Course Portal on CougSync

Your course portal contains all of the instructions and documents that you will need to track your service through the Center for Civic Engagement. *It is essential that you are a member of your course portal for your service hours to be properly reported to your professor.* How to access your course portal:

- a. Go to this address and log into CougSync using your WSU Network ID and Password:
<https://orgsync.com/50701/chapter>
- b. If you are prompted to complete a profile, complete the required fields and submit.
- c. Select "My Memberships" from the top of the screen. If your course is listed on the drop-down menu, select it to be directed to your course portal. If your course is not listed on the drop-down menu, go to the following link (https://orgsync.com/50701/news_posts/114173) and select your course from the list. Click the green "Join Now" button on your course portal.

Step 2: Identify a Service Opportunity

- Follow the instructions on your course portal to locate a service opportunity.

Step 3: Begin your Service Learning Experience and Document your Hours

- **If doing a CCE-led project (Transportation is provided by the CCE):**
 - You will need to: (1) register for the project on CougSync and, (2) arrive at the CCE (CUB L-45) as the instructions state on CougSync to meet with your group and travel to the project.

- *The CCE documents your hours for you so you do not have to enter your hours on CougSync.*
- **If doing a placement (You provide your own transportation):**
 - You must contact the community partner directly to set-up a time to attend a volunteer orientation, submit any agency-required volunteer paperwork, and set up a schedule to complete your service learning requirement.
 - *You must document your hours of service on CougSync using the form at this link:*
<https://orgsync.com/involvement/opportunities/new>.
 - If your agency is not listed on the “Service Partner” dropdown menu on the form above for any reason, you must submit your hours using the *Record of Civic Engagement Form*
<http://cce.wsu.edu/media/120229/record-of-civic-engagement-roce-spring-2015-fillable-2-4-15.pdf>.
Please bring this form to the CCE student resource center in CUB L-45.

If you have questions, please contact the CCE (servicelearning@wsu.edu or 509.335.7708), stop by the Student Resource Center in CUB L-45, or visit the website at cce.wsu.edu. We hope that you enjoy and learn from your service experience!