



SPRING 2021

The Steve Hicks School of Social Work Guide to Service Learning

BSW PROGRAM



Table of Contents

Section 1: Undergraduate Service Learning Requirements	1
Service Learning Courses and Hours	1
Purpose of Service Learning	
Section 2: Service Learning Information for Agencies	2
Requirements for Agencies	2
Roles of Students at the Agency	2
Expectations for Service Learning Focus	3
Agency Contact Person	3
Becoming a Service Learning Agency	3
Receiving Students	4
Problem Solving Issues with Service Learning	4
Frequently Asked Questions for Agencies	4
Section 3: Service Learning Information for Instructors	6
Overview	6
Required Forms	6
Service Learning TA role	6
Section 4: Service Learning Information for Students	8
Overview	8
Choosing an Agency	8
Service Learning TA Role	8
Required Forms	8
GivePulse	9
Frequently Asked Questions for Students	9
Section 5: Service Learning Policies	12
Confidentiality	12
Sexual Harassment	12
Title IX Resources and Reporting	13
Students with Disabilities and Service Learning	14
Limitations in Service Learning	14
Section 6: Resources	15
GivePulse Instructions for Students	15
Agency Selection Form - Service Learning	28
Liability Release Form	29

Section 1: Undergraduate Service Learning Requirements

Service Learning Courses and Hours

Undergraduate students enrolled in the Steve Hicks School of Social Work (SHSSW) are required to complete 30 hours of service learning in a community agency during Social Work Social Work 312: Generalist Social Work Practice. Students complete service learning to understand the importance of civic engagement within the Austin community and to integrate classroom learning with experiential learning.

Purpose of Service Learning

The purpose of Service Learning is to give students in Social Work 312 (Generalist Social Work Practice) the opportunity to begin practicing relationship building skills with others and to observe the stages in the change process while the stages are being taught in the classroom. Students also learn about the social justice issues impacting residents of the Austin area in Service Learning and start to get a better sense of the social work profession. Professionalism and development of self-awareness are also emphasized.

Students completing Service Learning in Social Work 312 are expected to achieve the following:

- Develop professionalism and self-awareness
- Gain exposure to diversity within the community
- Beginning practice of relationship building skills through work with community members
- Experience opportunities to observe or discuss the change process with people receiving services from the service learning agency
- Learn about the social justice issues impacting the people served by the service learning agency
- Integrate what they are learning in SW 312 regarding relationship building, the change process and social justice with their experiences in a service learning agency

Service Learning is often completed as part of the second social work class students enroll in, usually in their second semester or year of college. Students are required to be either social work majors or minors to complete SW 312 and Service Learning. Students are still in the early stages of learning about the skills necessary to become a professional social worker and so can not function as a social worker in their service learning experience. Instead, students may take on smaller responsibilities needed to serve clients effectively in service learning agencies. Students are required to have human contact for the majority of their time in Service Learning.

Section 2: Service Learning Information for Agencies

Requirements for Agencies

All Service Learning Agencies with the SHSSW are required to provide an experience that:

- Aligns with social work values
- Complements and deepens classroom learning in Social Work 312
- Includes some contact and communication with community members
- Offers some type of orientation and training to all service learning students to ensure they are adequately prepared for the experience. This orientation/training should include an overview of the agency and the expectations and responsibilities of students as service learners with the agency.

Social Work is a profession that is grounded in the values outlined in the National Association of Social Worker's Code of Ethics. In order to ensure BSW students receive a service learning experience that contributes positively to their social work education, only agencies that provide services in line with the principles outlined in the code will be approved as Service Learning Agencies.

- Service: Social workers' primary goal is to help people in need and to address social problems.
- Social Justice: Social workers challenge social injustice.
- Dignity and worth of the person: Social workers respect the inherent dignity and worth of the person.
- Importance of human relationships: Social workers recognize the central importance of human relationships.
- Integrity: Social workers behave in a trustworthy manner.
- Competence: Social workers practice within their areas of competence and develop and enhance their professional expertise.

Agencies may not require that students sign a statement of faith as a condition of completing service learning in an agency. Agencies that require a signed statement of faith as a condition of work/volunteering in the agency will not be approved as Service Learning Agencies.

Roles of Students at the Agency

All service learning roles at the agency need to provide opportunities for students to work on an identified need, encounter community members with diverse backgrounds and complete tasks that require the development of skills of professionalism - committing to a task, following through, setting priorities, being on time and prepared, and problem solving when needed.

Students in Social Work 312 are not qualified to function as social workers as they have not yet graduated with a social work degree and obtained a social work license, so carrying a caseload of clients is not necessary or appropriate for students. Students do need to have human contact in order to begin skill development and complete reflections and learning experiences for their coursework, but students cannot function as social workers during their service learning experience.

Students are never allowed to transport agency clients in vehicles.

While some filing or desk work is a part of many service learning or volunteer experiences, Service Learning with the Steve Hicks School of Social Work should primarily consist of experiences in which students are interacting with people in some way.

Expectations for Service Learning Focus

Students completing Service Learning are expected to develop skills regarding professionalism, self-awareness and diversity awareness as well as focus on developing beginning relationship building skills, knowledge of the helping process and social justice issues in the Austin community. Students will be focusing on all these areas in class work and Service Learning reflections.

Agencies providing Service Learning opportunities need to provide an environment in which students can learn about professionalism, self-awareness and diversity. Agencies also need to provide an environment in which students can practice the beginning skills of relationship building, can observe stages of the helping process and consider social justice issues of community members. Students must have some contact with community members for the majority of their Service Learning experience.

Agency Contact Person

Service Learning Agencies should have an agency contact person or supervisor for the service learning student. That person should be available to assign tasks to the student, answer questions, sign a record of the student's hours and complete a brief evaluation of the student at the conclusion of the 30 hours of service learning. It is ideal for a social worker to fill this role, so the student can start to learn about social work services in general, but this is not required and is not the stated purpose of Service Learning.

When a social work supervisor or agency contact person isn't available during Service Learning, agencies are strongly encouraged to facilitate student contact with a social worker practicing in a similar setting or with a similar population during the completion of service learning hours.

If the agency has their own preferred way of tracking hours, they may use it. However, students will keep track of their own hours using the online platform GivePulse. The SHSSW manages GivePulse for service learning agencies. Agencies are not required to verify these hours using the GivePulse platform. The students will print out a log of their hours at the end of the semester and bring it to their agency contact person to sign.

Becoming a Service Learning Agency

Agencies interested in becoming Service Learning Agencies for the SHSSW should email the Service Learning Program at sswservicelearning@austin.utexas.edu to discuss the potential service learning opportunities the agency has or to ask questions about the program or student requirements.

Approved service learning agencies will provide some basic information about their agency that the Service learning Program will share with students through a database called GivePulse. Agencies will be contacted annually to confirm that this basic information is still accurate, and the agency is still interested in hosting students for service learning.

Receiving Students

The SHSSW hosts a service learning fair at the beginning of each fall and spring semester. Service learning agencies are invited to participate in the fair, which serves as an opportunity to connect with students in Social Work 312 and educate students about the mission and goals of the agencies. Students often choose to complete their service learning hours with agencies that participate in the fair.

At the beginning of the fall and spring semesters, students will reach out to agencies on their own if they are interested in completing service learning with that agency. There is no formal placement process, therefore there is no guarantee that a service learning agency will receive a student each semester. If the contact person at the agency changes, the agency must notify the Service Learning program at sswservicelearning@austin.utexas.edu to ensure that students are able to make a connection with the agency.

Identifying and Resolving Issues with Service Learning

If problems occur in the service learning placement, agencies may contact the following for assistance:

- The student's instructor for Social Work 312 (listed on your copy of the service learning agency selection form)
- The Service Learning TA at sswservicelearning@austin.utexas.edu
- The Assistant Dean for Undergraduate Programs at the SHSSW (Cossy Hough, cossyhough@austin.utexas.edu)

For general questions, updating contact information, sending event information, or requesting students, please contact the Service Learning TA.

Frequently Asked Questions for Agencies

1. Our agency could use a volunteer to help us with filing or desk work. Is that an acceptable service learning experience for a student in Steve Hicks School of Social Work classes?

While some filing or desk work is a part of many service learning or volunteer experiences, Service Learning experiences for social work students should primarily consist of experiences in which students are interacting with people in some way.

2. Does a student need to have clients in a service learning placement?

Students in Social Work 312 are not qualified to function as social workers yet so "clients" are not necessary or appropriate for students. Students do need to have contact with other people in order to begin skill development and complete reflections and learning experiences for their coursework.

3. Is there a need for service learning opportunities for students during the summer?

SW312 may be offered during some summer sessions but not every year so the availability of student volunteers during the summer will vary. Contact the Assistant Dean for Undergraduate Programs for additional information.

4. Does our agency need to have a social work supervisor for service learning students who work with us through the Steve Hicks School of Social Work?

Service Learning agencies are not required to have social work supervisors. Agencies should have an agency contact person or supervisor for the service learning student and that person should be available to assign tasks to the student and answer questions. It is ideal when the agency contact person is a social worker, but a social work supervisor is not required. When a social work supervisor or agency contact person isn't available, agencies are strongly encouraged to facilitate student contact with a social worker practicing in a similar setting or with a similar population during the completion of Service Learning hours.

5. Will our agency be assured we will receive a service learning student if we meet requirements to host a student?

Not all service learning agencies will be guaranteed a student(s) each semester. Students choose their own placements based on their interests and location. Agencies close to the UT campus that do not require the student have a car, provide engaging opportunities to work with Austin community members, and have involved agency supervisors seem to be the agencies most likely to receive students.

Section 3: Service Learning Information for Course Instructors

Overview

The Assistant Dean for Undergraduate Programs will meet with service learning course instructors at a minimum of once per year to review the service learning process and answer questions. Updates to service learning and best practices for integrating service learning into the classroom and assignments will also be discussed at that time.

At the beginning of the semester, instructors should add the Service Learning TA to the class Canvas page so that they may send out service learning announcements, upload the service learning forms to the files section, and see the students in each class. Instructors must also send the Service Learning TA a copy of the class roster that includes the name, UTEID and email address of each student so that the Service Learning TA can add the students into GivePulse. This roster should be copied from Clips (UTDirect) and put into an Excel spreadsheet. If there are any questions or difficulties, please contact the Service Learning TA.

Required Forms and Steps

During the first class of the semester, instructors are required to set due dates for receipt of forms and Service Learning steps and explain to students which forms must be completed. Instructors should be aware that the liability release and agency selection form cannot be submitted until the students have confirmed their placements, which may take some time. Forms can be found in Section 6 of this guide.

- Liability release – this form will be included in the student's registration for an agency on GivePulse and does not need to be turned in as a hard copy.
- Agency Selection – This form must be turned in to the instructor after the placement is confirmed by the agency and signed by the student.
- Hours – At the end of the semester, completion of student hours will be determined by entry in GivePulse. The Service Learning TA will provide reports on students and completed hours as needed.
- Final evaluation – At the end of the semester, the Service Learning TA will distribute an online evaluation form in Qualtrics that students must complete. This form will assist the program in tracking student satisfaction with service learning agencies and the service learning experience in general. Instructors will receive a list of students that have completed the survey to provide credit.
- Instructors should ensure that students are aware of relevant UT and SHSSW policies relating to service learning, including Title IX reporting requirements

In addition to the required steps and forms for service learning, SW312 instructors should ensure students are given class assignments that integrate learning from service learning with the course objectives.

Service Learning TA Roles

At the beginning of each semester, the Service Learning TA and/or Assistant Dean of Undergraduate Programs will visit each class to provide orientation for students. The orientation will include the following:

- Learning objectives
- Professionalism
- Service learning policies
- How to use GivePulse to find a placement and track hours
- How to contact service learning placements
- General Q&A about service learning

The Service Learning TA is available throughout the semester to provide assistance to students and instructors. Instructors should refer students to the Service Learning TA for help with finding and contacting a service learning agency, using GivePulse, or answering other general inquiries. If a student wants to complete their service learning at an agency that is not on GivePulse, the student must first receive approval by their instructor. Then, the instructor should refer them to the Service Learning TA to request that the agency be added to GivePulse.

Instructors can email the Service Learning TA at any point throughout the semester to receive a report of the students' hours on GivePulse. They can also request access to GivePulse to check the hours on their own.

If any problems or concerns arise regarding the service learning process or student's placements, instructors can contact the Service Learning TA at sswservicelearning@austin.utexas.edu or Professor Cossy Hough, the Assistant Dean for Undergraduate Programs at the SHSSW at cossyhough@austin.utexas.edu.

Section 4: Service Learning Information for Students

Overview

At the beginning of each semester, the Assistant Dean for Undergraduate Programs and/or the Service Learning Teaching Assistant (TA) will attend at least one meeting of all Social Work 312 courses to provide orientation to students, establish expectations for service learning, and explain the process of searching for and selecting a service learning agency. Students will also be trained on using GivePulse, the online system used to find service learning agencies and record hours. Course instructors will provide additional service learning information, including due dates for selecting an agency and completing required forms.

Choosing an Agency

Students will utilize GivePulse to search for approved agencies and find agency contact information. If the student is interested in working with an agency that is not listed on the GivePulse Service Learning page, the student must email the Service Learning TA and course instructor so that they may decide if the agency meets the requirements for service learning with the SHSSW. Newly approved agencies will be added to GivePulse by the Service Learning TA.

Students may choose to complete service learning with agencies they have volunteered with in the past as long as the agency meets the requirements for service learning with the SHSSW. Students completing their service learning with agencies they have volunteered with in the past are encouraged to seek out new opportunities for learning within the agency.

Service Learning TA Role

The Service Learning TA is available to help students with the following:

- Finding a service learning placement
- Writing professional emails to contact agencies
- Approving new service learning agencies
- Using GivePulse
- Answering general questions about service learning and the process
- Discussing problems/issues in an individual's service learning placement

The Service Learning TA can be contacted at any point during the semester to provide assistance at sswservicelearning@austin.utexas.edu. Students can also contact their course instructor if problems arise in the agency.

Required Forms and Steps

Forms can be found in Section 6. Due dates for forms and steps are left to the discretion of the instructor. Forms that must be submitted and steps completed include:

- Liability release – this form will be included in the student's registration for an agency on GivePulse and does not need to be turned in as a hard copy. The Service Learning TA will provide a list of students who have completed.
- Agency Selection – This form must be turned in to the instructor after the placement is confirmed by the agency and the student has signed.

- Hours – At the end of the semester, completion of hours will be determined by student hour entry in GivePulse. The Service Learning TA will provide instructors reports on hours completed by students as needed.
- Final evaluation – At the end of the semester, the Service Learning TA will distribute an online evaluation form in Qualtrics that students must complete. This form will assist the program in tracking student satisfaction with service learning agencies and the service learning process in general. Instructors will receive a list of students that have completed the survey to provide credit.

GivePulse

Students will be added to the Service Learning page in GivePulse within the first two weeks of class. Once a student has been added, they will be notified via email and can begin using the page. If the student does not receive an email within the first two weeks of class, they must email the Service Learning TA with their instructor's name and request to be added.

Students will use the Service Learning page on GivePulse to search approved agencies, find contact information and application requirements for agencies, and see the opportunities available for service learning at each agency. Once a placement is confirmed, students must register for an agency through GivePulse and add their hours on the agency page. The Service Learning TA will verify hours throughout the semester. Total hours for each student will be shared with instructors at the end of the semester. More detailed instructions for using GivePulse can be found in the Resources section.

Frequently Asked Questions for Students

1. If I need service learning for a class in another department/school/program at UT, can I use the same placement to fulfill both requirements?

It is possible students may be able to use the same placement to fulfill both requirements and count the same hours if the responsibilities are appropriate for service learning. Talk with your course instructor to ensure that the social work requirements will be met.

2. Can I complete my service learning hours with an agency I have already worked with or have volunteer experience with?

Yes, but speak with your professor about your previous experience within the agency. Students are encouraged to push out of their comfort zones in service learning and broaden their experience and knowledge of social work, so you may need to take on a new role to meet the requirements.

3. I'm not functioning as a social worker at my service learning agency and I don't have a social work supervisor, is this a problem?

You are not expected or qualified to be functioning as a social worker in either service learning course. You may complete tasks or parts of tasks that a social worker would complete but you have not received the education you need to assume a social worker role. The purpose of service

learning is not for you to observe a social worker but to gain some knowledge specific to the educational goals in Social Work 312. For these reasons, a social work supervisor is not required for service learning. However, it is ideal when a social worker can serve as your contact person for your service learning agency and Service Learning agencies are particularly encouraged to facilitate you meeting with a social worker serving a similar population in the community if a social worker isn't available in your agency.

4. What if I want to do our service learning at an agency that is not listed on GivePulse?

The agency will need to be pre-approved by both your instructor and the teaching assistant (TA) for service learning to ensure that the requirements will be met, and the agency is aligned with social work values. Some agencies in the community have already indicated that they are unable to have service learning students and do not wish to be contacted. After the agency is approved, contact the Service Learning TA to add the agency to GivePulse.

5. I am having trouble choosing a placement or contacting an agency. Can someone help me?

You can meet one-on-one with the Service Learning TA. Schedule an appointment by emailing sswservicelearning@austin.utexas.edu.

6. Can I get hours from multiple agencies?

This is up to the discretion of your instructor. In most cases, you will need to get either all or the majority of your hours at one agency. If approved to get hours from multiple agencies, you must notify the Service Learning TA, they will then inform you how to document those hours onto GivePulse.

7. I am having problems in my service learning agency. Who can I talk to?

Talk to your supervisor at the agency first, then your course instructor, and then the Service Learning TA if necessary. Course instructors can also be helpful to problem solve with first if you aren't sure how to address a problem.

8. Will my criminal record be an issue?

There are multiple agencies that do not require a background check. If you want to work somewhere that does require a background check, it is possible that agencies will make an exception, but it may take more than a semester to accomplish. Talk to your professor to get further assistance.

9. Where can I do my placement if I do not have a car?

You can search for placements near the UT campus or your housing by using the globe icon. Many agencies are also along a bus route - to find information about using public transportation, visit <https://www.capmetro.org/>.

10. I know an agency that wants to have service learning students. How does it get added to this site?

Contact the Service Learning TA using the contact button for the admin in GivePulse or by emailing sswservicelearning@austin.utexas.edu. If you hope to use the agency for your service learning experience make certain you speak with your course instructor as well.

11. Can I complete service learning hours in a virtual environment instead of in-person?

Yes, some service learning agencies in GivePulse are designated as virtual opportunities. If you know of a potential service learning experience not listed in GivePulse, follow the directions outlined in the answer to question 4.

Section 5: Service Learning Policies

Confidentiality

The NASW Code of Ethics serves as a guide for professional behavior concerning confidentiality of client matters as well as other issues. Bachelor of Social Work (BSW) students sign an affidavit that they have read and will comply with the NASW Code of Ethics. Confidentiality is not only an ethical concern, but a legal issue as well. BSW students are legally bound to safeguard the confidentiality of information concerning clients. BSW students are not functioning as social workers when completing service learning hours, but they may perform some of the roles of a social worker and are still expected to comply with the NASW Code of Ethics and confidentiality guidelines. Breaking client confidentiality is grounds for malpractice and may jeopardize a student's eligibility to be accepted as a social work major and to continue on to upper division classes in the Steve Hicks School of Social Work.

In addition to the NASW Code of Ethics, students are expected to abide by any service learning agency-based policy concerning confidentiality. The agency's policies usually cover areas such as: storage and maintenance of client records; what information, if any, can be shared about the client with persons outside of the agency; with whom can information be shared; how to obtain informed consent from a client to release information; internal procedures for discussing client concerns, etc. Students should request a copy of the agency's policy on client confidentiality.

Discussions with instructors in Social Work 312 about clients or community members interacting with service learning agencies are educationally focused and are considered appropriate supervision. Therefore, although standard precautions should be taken to de-identify information concerning clients, these discussions are covered under the NASW Code of Ethics. Service learning agencies should also be aware that students may utilize client and agency information in order to complete classroom assignments. However, students within these courses are bound by the Code to keep this information confidential.

Sexual Harassment

In support of its Equal Employment Opportunity/Affirmative Action program, it is the policy of The University of Texas at Austin to maintain an educational environment free from sexual harassment and intimidation. Service learning agencies should take preventative steps to ensure that sexual harassment does not become part of the student's service learning experience; or, if it should occur, that the student have sufficient information to be able to handle it effectively.

Sexual harassment has been defined by the Equal Employment Opportunity Commission as follows: Harassment on the basis of sex is a violation of Sec. 703 of Title VII. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions

affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Such conduct on the part of supervisors or co-workers is expressly prohibited and the offenders are subject to disciplinary action. The University's Equal Employment Opportunity Office is empowered to investigate complaints based on sexual harassment. If employees believe that they are experiencing this type of conduct, they should immediately report any such incidents to the Equal Employment Opportunity Office located in Main Building 106M, 471-1849.

The complete policy on sexual harassment can be found at:
<http://www.utexas.edu/policies/hoppm/04.B.02.html>

The complete policy on sexual misconduct can be found at:
<http://www.utexas.edu/policies/hoppm/04.A.03.html>

In addition, many service learning agencies have policies which deal with sexual harassment. Students should obtain a copy of their service learning agencies' personnel policy manual and be familiar with this information. Service learning agencies are encouraged to develop protocols to address sexual harassment and misconduct on the part of the agency's clients towards students in service learning roles. Students should notify their Social Work 312 instructor immediately should they wish to explore any issue or situation that appears to involve sexual harassment.

Title IX Resources and Reporting

The University is committed to providing an educational and working environment for its students, faculty, and staff that is free from sex and gender discrimination, sexual harassment, sexual assault, sexual misconduct, interpersonal violence (including domestic violence and dating violence), and stalking (<https://titleix.utexas.edu/educate/>).

All service learning supervisors and employees of the University are mandated reporters of Title IX related incidents. Mandated reporters are required to report known Title IX related incidents – current or historical – to the University Title IX Coordinator. Title IX related incidents may be shared in any number of ways including but not limited to written assignments, classroom discussion, or supervision and all reports must be relayed to the Title IX Coordinator.

Students entering the SHSSW ?? not sure if the 312 students are oriented – students seeking degrees from the SHSSW?? Can we say here that students enrolled in SW 312 then you could add this to the instructor content earlier in this document?? are oriented to Title IX resources and requirements upon entry to the program and are aware that service learning supervisors are mandated reporters. Service learning supervisors are expected to work with the student on how to report a Title IX incident(s). For example, a student may choose to email the Title IX Liaison directly. If the incident(s) in question is not impacting the student's service

learning performance in any way, a student may choose instead to report directly to the University Title IX Coordinator, thereby bypassing the Office of Field Education.

In service of the students' education, the University's goals are to:

1. support the student regarding resources, rights, and accommodations available to them;
2. assess and intervene with due process regarding potential threats to the student and/or university community; and
3. document the prevalence of Title IX related occurrences and accountable university response.

More information about Title IX may be found at <https://titleix.utexas.edu/>.

Students with Disabilities and Service Learning

Students with disabilities may choose to work with The University of Texas Services for Students with Disabilities office to pursue accommodations for academic coursework. Students with a letter of accommodation should meet with their instructor for SW 312 to discuss accommodations in service learning. The course instructor and Service Learning TA can assist students needing accommodations in finding an appropriate service learning agency.

Limitations in Service Learning

Due to liability issues, students are not allowed to transport service learning agency clients in any vehicle.

Section 6: Resources

Step by Step Instructions for GivePulse Part 1: “How to Register”

GivePulse is the website platform you will be utilizing to track your Impact Hours for Service Learning. You will be able to find placements, as well as track your hours. If you need help, or have questions, you can contact the Service Learning TA by email at sswservicelearning@austin.utexas.edu.

Step 1: Click on “Claim Your Account”

Welcome to Spring 2021 Service Learning



The University of Texas at Austin <notification@givepulse.com>
To Oviedo, April Ashley

[Unsubscribe](#)

THE UNIVERSITY OF
TEXAS
— AT AUSTIN —

Hi April Oviedo,

You are now a member of Spring 2021 Service Learning!

As a member, you're able to view and register to private events and opportunities and much more.

Keep up to date with what's happening at Spring 2021 Service Learning by visiting:

<http://utexas.givepulse.com/group/471412-Spring-2021-Service-Learning>

[Claim Your Account](#)

powered by:

givepulse

Enabling everyone to engage, organize and understand the impact of positive social change.

Step 2: Click on “Claim my account using my The University of Texas at Austin credentials”



Spring 2021 Service Learning

Create Account

The University of Texas at... / Steve Hicks School of Social... / Spring 2021 Service Learning / Create Account

Hi April,

You can claim your account by signing in via The University of Texas at Austin or by using your email and setting a password below

[Claim my account using my The University of Texas at Austin credentials](#)

[Claim my account by setting a password](#)

Spring 2021 Service Learning



The purpose of Service Learning is to give students in Social Work 312 (Generalist Social Work Practice) the opportunity to begin practicing relationship building skills with others and to observe the stages in the change process while the stages are...

GivePulse

Step 3a: If you've never used GivePulse before, you will be prompted to "Verify Your Account." Verify that your information is correct. Check the "Agree to Terms of Service." Click on "Verify Account Information"

Verify Your Account

Hi April Oviedo,

Please take a moment to verify your account information and agree to the terms of service.

First Name *

April

Last Name *

Oviedo

Timezone

(GMT-06:00) Central Time (US & Canada)

☐ Agree to Terms of Service

By checking Agree to Terms of Service, you agree to our [Terms](#) and that you have read our [Data Use Policy](#).

[Verify Account Information](#)

Step 3b: If you've used GivePulse before, you will be prompted to log-in using your UT EID.

THE UNIVERSITY OF
TEXAS
— AT AUSTIN —

UT EID

jaao268

PASSWORD

LOG IN

I forgot my UT EID or password.
I need a UT EID.
[Help](#)

Unauthorized use of university computer and networking resources is prohibited. If you log in, you acknowledge your awareness of and concurrence with the university's [Acceptable Use Policy](#) and [Information Resources Use and Security Policy](#). The university will prosecute violators to the full extent of the law. The university is not responsible for services provided by third parties authorized to use the university's authentication service.

© 2021 The University of Texas at Austin | [Web Privacy Policy](#) | [Web Accessibility Policy](#)

Step 4: Click on the project that you are interested in! **Click on the Name of the Organization*



Spring 2021 Service Learning

♡ Become Member

The University of Texas at Austin / Steve Hicks School of Social Work / Spring 2021 Service Learning

Home People Events Contact

About

The purpose of Service Learning is to give students in Social Work 312 (Generalist Social Work Practice) the opportunity to begin practicing relationship building skills with others and to observe the stages in the change process while the stages are being taught in the classroom. Students also learn about the social justice issues impacting residents of the Austin area in Service Learning and start to get a better sense of the social work profession. Professionalism and development of self-awareness are also emphasized.

Students completing Service Learning in Social Work 312 are expected to achieve the following:

- Develop professionalism and self-awareness
- Gain exposure to diversity within the community
- Beginning practice of relationship building skills through work with community members
- Experience opportunities to observe or discuss the change process with people receiving services from the service learning agency
- Learn about the social justice issues impacting the people served by the service learning agency
- Integrate what they are learning in SW 312 regarding relationship building, the change process and social justice with their experiences in a service learning agency

Service Learning is often completed as part of the second social work class students enroll in, usually in their second semester or year of college. Students are required to be either social work majors or minors to complete SW 312 and Service Learning. Students are still in the early stages of learning about the skills necessary to become a professional social worker and so can not function as a social worker in their service learning experience. Instead, students may take on smaller responsibilities needed to serve clients effectively in service learning agencies. Students are required to have human contact for the majority of their time in Service Learning.

Service Learning Courses and Hours

Undergraduate students enrolled in the Steve Hicks School of Social Work (SHSSW) are required to complete 20 hours of service learning in a community agency during Social Work Social Work 312: Generalist Social Work Practice. Students complete service learning to understand the importance of civic engagement within the Austin community and to integrate classroom learning with experiential learning.

Social

Website

Causes

Financial Assistance · Food Insecurity, Hunger · General Advocacy · Human Rights · Legal Services · Marginalized Populations · Poverty & Basic Needs · Race & Ethnicity · Social Justice · Voter Registration And Education · Domestic Violence · Gender · Homeless & Housing · Immigrants & Refugees · Incarcerated, Formerly Incarcerated · Indigenous Peoples & Communities · LGBTQ+ · Older Adults · Persons with Disabilities · Sexual Assault · Veterans & Military Families · Victim Services

GivePulse

2 People | 0 Impacts | 0 Hours

Events

Q Search

Search

Clear



Events To Show

Type

Age Limit

Causes

Virtual/Remote

More

Sort



Austin Tenants' Council

Council protects tenants' rights and educates the community on fair housing. Our vision is to make Texas communit...

Open Opportunity

15 Remaining



AVANCE

AVANCE provides services to low income, primarily Latino families with a focus on enhancing parenting skills and promoting long-term ...

Open Opportunity

4 Remaining



BookSpring

BookSpring builds early literacy in children and families through healthcare, education, and the community. They provide reading expe...

Open Opportunity

4 Remaining

Add Impact



Service Learning Admin

Administrator

Contact

Share With Friends



Invite

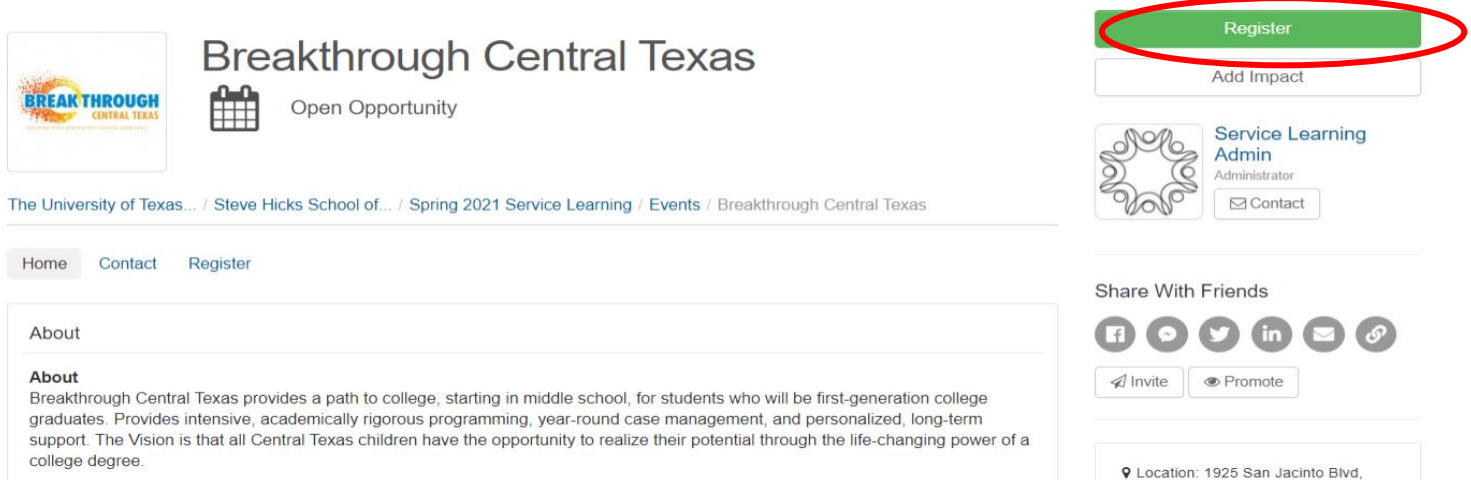
A few people you will meet...



View Details

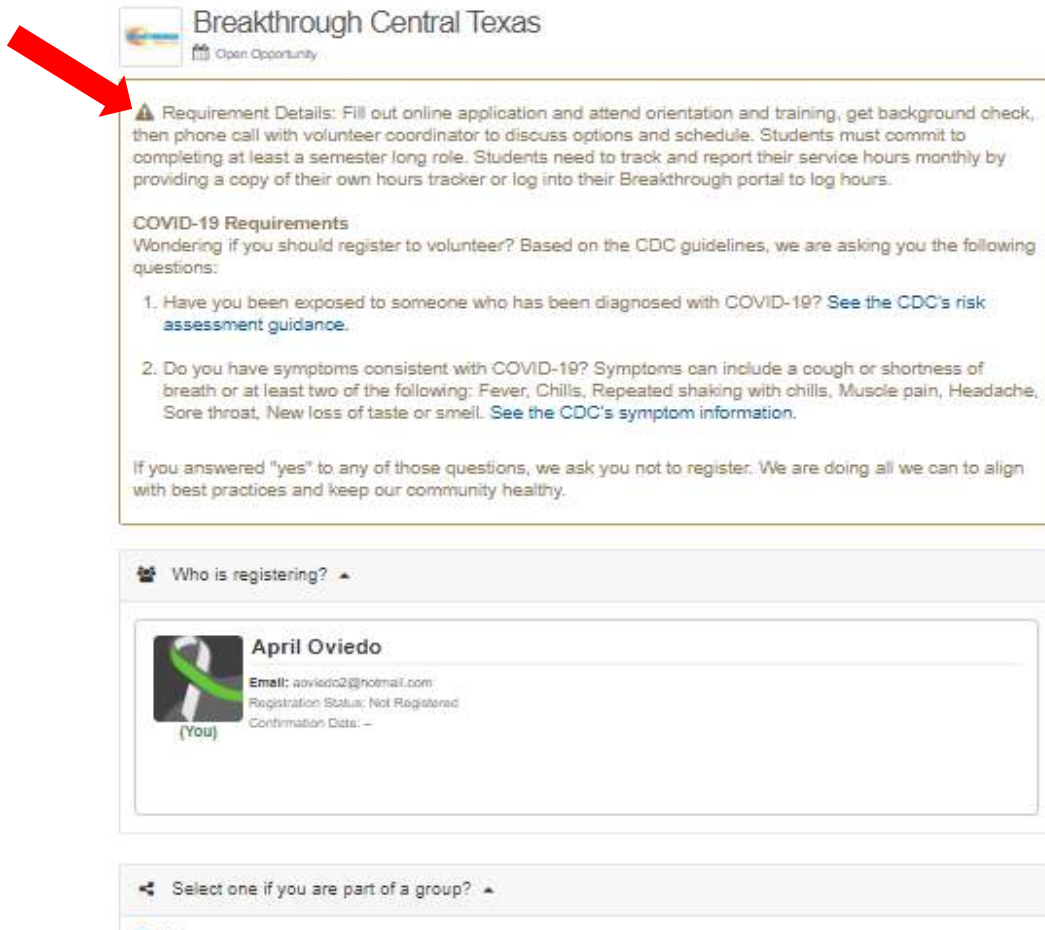


Step 5: After you've clicked on your desired agency for Service Learning, click on "Register."



The screenshot shows the Breakthrough Central Texas website. The header includes the logo, the name "Breakthrough Central Texas", and the tagline "Open Opportunity". A navigation bar contains links for "Home", "Contact", and "Register". The "Register" button is highlighted with a red circle. On the right side, there is a "Service Learning Admin" section with a "Contact" link. Below the header, there is a "Share With Friends" section with social media icons and "Invite" and "Promote" buttons. The main content area is titled "About" and contains text about the organization's mission and vision.

Step 6: GivePulse will then require you to acknowledge any Requirement Details. Please make sure you read the Requirement Details.



The screenshot shows the Breakthrough Central Texas website with the "Requirement Details" section highlighted by a red arrow. The section contains the following text:

Requirement Details: Fill out online application and attend orientation and training, get background check, then phone call with volunteer coordinator to discuss options and schedule. Students must commit to completing at least a semester long role. Students need to track and report their service hours monthly by providing a copy of their own hours tracker or log into their Breakthrough portal to log hours.

COVID-19 Requirements
Wondering if you should register to volunteer? Based on the CDC guidelines, we are asking you the following questions:

1. Have you been exposed to someone who has been diagnosed with COVID-19? [See the CDC's risk assessment guidance.](#)
2. Do you have symptoms consistent with COVID-19? Symptoms can include a cough or shortness of breath or at least two of the following: Fever, Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat, New loss of taste or smell. [See the CDC's symptom information.](#)

If you answered "yes" to any of those questions, we ask you not to register. We are doing all we can to align with best practices and keep our community healthy.


Below the Requirement Details section, there is a "Who is registering?" section showing a user profile for April Oviedo. The profile includes a profile picture, the name "April Oviedo", the email address "aoviedo2@hotmail.com", the registration status "Not Registered", and the confirmation date "—".

Step 7: Below, you will need to select “N/A” under “Select one if you are part of a group.”

2. Do you have symptoms consistent with COVID-19? Symptoms can include a cough or shortness of breath or at least two of the following: Fever, Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat, New loss of taste or smell. [See the CDC's symptom information.](#)

If you answered "yes" to any of those questions, we ask you not to register. We are doing all we can to align with best practices and keep our community healthy.

Who is registering? ▲



April Oviedo
Email: aoviedo2@hotmail.com
Registration Status: Not Registered
Confirmation Date: --

(You)

◀ Select one if you are part of a group? ▲

☒ N/A

☐ Select from my groups

☐ Browse groups

☐ Create new group on GivePulse


📄 Liability waivers and release forms for you


☒ * I agree to the Platform Liability Release Form

☒ * I agree to Service Learning Release Form_BLANK.docx

Continue >

Step 8: Afterwards, under “Liability waivers and release forms for you,” you will click on both links. Please review both document. Once reviewed, check both boxes and click “Continue.”


 Breakthrough Central Texas
Open Opportunity


 Requirement Details: Fill out online application and attend orientation and training, get background check, then phone call with volunteer coordinator to discuss options and schedule. Students must commit to completing at least a semester long role. Students need to track and report their service hours monthly by providing a copy of their own hours tracker or log into their Breakthrough portal to log hours.


COVID-19 Requirements
Wondering if you should register to volunteer? Based on the CDC guidelines, we are asking you the following questions:

1. Have you been exposed to someone who has been diagnosed with COVID-19? [See the CDC's risk assessment guidance.](#)
2. Do you have symptoms consistent with COVID-19? Symptoms can include a cough or shortness of breath or at least two of the following: Fever, Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat, New loss of taste or smell. [See the CDC's symptom information.](#)


If you answered "yes" to any of those questions, we ask you not to register. We are doing all we can to align with best practices and keep our community healthy.



 Who is registering? ▲

 **April Oviedo**
Email: aoviedo2@hotmail.com
Registration Status: Not Registered
Confirmation Date: --

 Select one if you are part of a group? ▲


☒ N/A
☐ Select from my groups
☐ Browse groups
☐ Create new group on GivePulse

 Liability waivers and release forms for you

☒  I agree to the Platform Liability Release Form
☒  I agree to Service Learning Release Form_BLANK.docx

Continue >




Step 9: You will then receive a confirmation that you have registered.

 Breakthrough Central Texas
Open Opportunity


Hi April.
Thanks for registering! Please contact the organizer if you have further questions.



 Share This Event!

<https://givepul.se/zblea0>
Click to copy the link to your clipboard

A few people you will meet... [View Details](#)

[Cancel Registration](#)  [Find more opportunities](#)  [View details](#) 

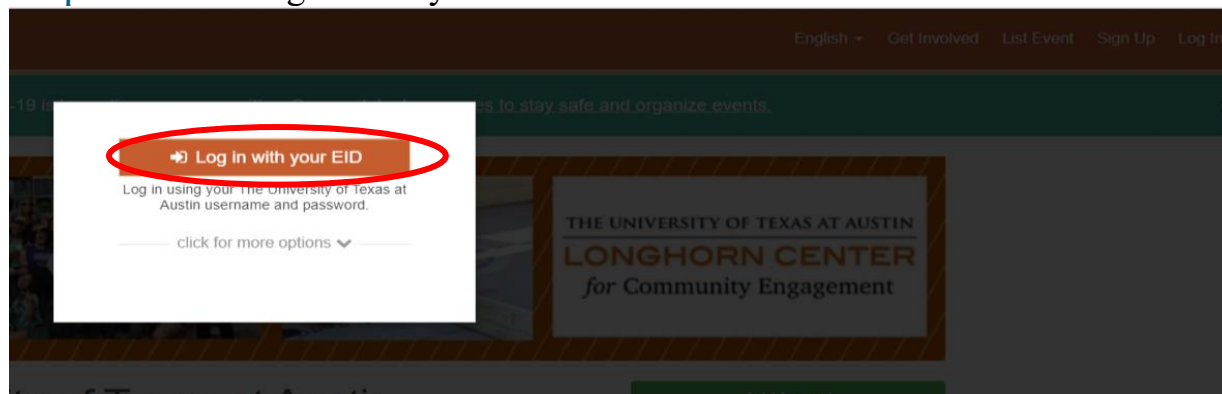
Step by Step Instructions for GivePulse Part 2: “How to Enter Impact Hours”

Step 1: Go to <https://utexas.givepulse.com/group/179-The-University-of-Texas-at-Austin>

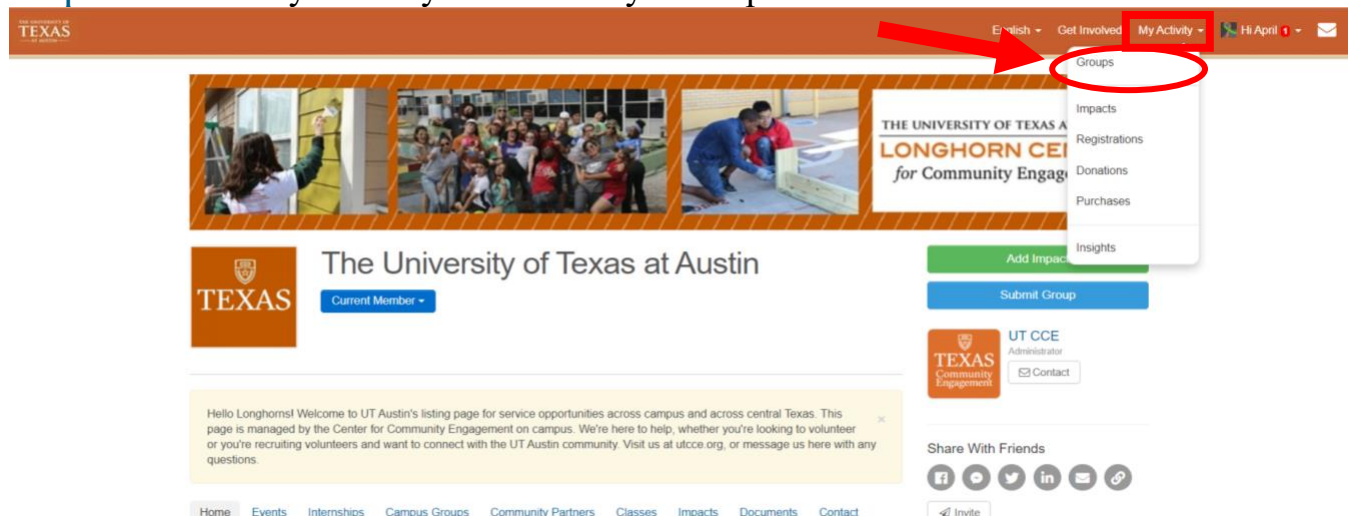
Step 2: Click “Log In.”




Step 3: Click “Log in with your EID.”



Step 4: Select “My Activity” followed by “Groups.”




Step 5: Click on “Spring 2021 Service Learning.”




April Oviedo
Groups

Filter By Role Sort By Filter Clear


Displaying 1-4 of 4 results.




Fall 2020 Service Learning
Austin, TX
Fall 2020 Service Learning Agency Pages
🔥 2 Impacts ⌚ 5 Hours 🕒 Last Impact on 9/18/20



Spring 2021 Service Learning
Austin, TX
The purpose of Service Learning is to give students in Social Work 312 (Generalist Social Work Practice) the opportunity to...




Steve Hicks School of Social Work
Austin, TX
Through excellence in professional education, research, and service, The University of Texas at Austin Steve Hicks School of Social Work...



The University of Texas at Austin
Austin, TX
The Center for Community Engagement serves as The University of Texas at Austin's central resource for those interested in volunteerism...

Step 6: Click on “Add Impact.”



Spring 2021 Service Learning

Current Member ▾

The University of Texas at Austin / Steve Hicks School of Social Work / Spring 2021 Service Learning

Home People Events Documents Contact


About

The purpose of Service Learning is to give students in Social Work 312 (Generalist Social Work Practice) the opportunity to begin practicing relationship building skills with others and to observe the stages in the change process while the stages are being taught in the classroom. Students also learn about the social justice issues impacting residents of the Austin area in Service Learning and start to get a better sense of the social work profession. Professionalism and development of self-awareness are also emphasized.







Students completing Service Learning in Social Work 312 are expected to achieve the following:

- Develop professionalism and self-awareness
- Gain exposure to diversity within the community
- Beginning practice of relationship building skills through work with community members
- Experience opportunities to observe or discuss the change process with people receiving services from the service learning agency
- Learn about the social justice issues impacting the people served by the service learning agency

Add Impact




 **Service Learning Admin**
Administrator
[Contact](#)

Share With Friends

[Invite](#)

A few people you will meet...


  

[View Details](#)

Step 7: Click on the drop down arrow.

Add Impact

Track your community engagement

 Spring 2021 Service Learning

Add TimesheetChange

Did you attend a listed event or volunteer opportunity?

▼

Date

+ Time- Date

Start Date *

End Date

01/05/2021

01/05/2021

Impact Type & Measurement

Time

▼

Hours *

About Your Experience

Rate your experience


☹️★★★★★

Review, Reflection and Feedback

Step 8: Choose the Service Learning organization that you registered for.

Add Impact

Track your community engagement

 Spring 2021 Service Learning

Add TimesheetChange

Did you attend a listed event or volunteer opportunity?

▼

Austin Tenants' Council

AVANCE

BookSpring

Boys and Girls Club of the Austin Area

Breakthrough Central Texas

Candlelight Ranch

Communities in Schools of Central Texas

Con Mi MADRE

Foundation Communities

Learning Together Equestrians

Project MALES

Side by Side Kids

Street Youth Ministry

Texas Votes


me

— Date

Step 9: Enter the Date of which you completed your Impact/Service hours, followed by the number of hours completed on that day.


Add Impact

Track your community engagement

 Spring 2021 Service Learning

Add TimesheetChange

@ the following event

 Breakthrough Central Texas [Select Different Event](#)

Date

+ Time

- Date

Start Date *

End Date

01/05/2021

01/05/2021

Impact Type & Measurement


Time

4

Hours *

About Your Experience

Rate your experience




Review, Reflection and Feedback

Step 10: Click “Add Impact.”


Add Impact

Track your community engagement

 **Spring 2021 Service Learning**

[Add Timesheet](#) [Change](#)

@ the following event

 **Breakthrough Central Texas** [Select Different Event](#)

Date

+ Time - Date

Start Date *End Date


01/05/202101/05/2021

Impact Type & Measurement

Time4Hours *

About Your Experience

Rate your experience



Review, Reflection and Feedback

Personal Notes

Personal notes are private and only viewable by you

Attachments

(File types: jpg, jpeg, png, gif, ppt, odt, xls, xlsx, csv, rtf, pdf, txt, doc, docx, zip)

+ Add Attachment

Sharing and Privacy Settings

Let others know about your engagement

Select: All | None

Please select the groups you want to share with

[Go to My Groups to update settings](#)

Make your impact private?*

☒ Yes

☐ No

Private impacts are visible to you and groups you share with Your user is marked as private. You can not create public impacts

[Add Impact](#)

Step 11: Your screen will redirect you to the “Impact” page for the impact hours you submitted.

Notice that it states Verification Pending. The Service Learning TA will approve your hours. You will also see the number of hours you entered and the organization you entered the hours for.

The screenshot displays the 'Impact' page for a user named April Oviedo. At the top, there is a navigation bar with a back arrow labeled 'To my Impacts' and an 'Options' dropdown menu. The main header area shows the word 'Impact' in large blue letters. Below this, a circular profile picture is next to the name 'April Oviedo'. To the right of the name, a circular badge indicates '4 Hours'. Further right, a status indicator shows a padlock icon and the text 'Verification Pending', which is circled in red. Below the header, a message box states: 'Pssst... It's so empty here. You have not given any feedback or left a review of your experience yet! Leave one now'. The section 'Impact given to:' features a blue ribbon logo and a photo of a building, with the text 'Spring 2021 Service Learning' and 'Breakthrough Central Texas' circled in red. Below this, the roles of 'Organizer' and 'Requested Verifier' are both listed as 'Service Learning Admin'. A 'Share this with others!' section includes buttons for Facebook, Twitter, LinkedIn, and Pinterest. At the bottom, a 'Comments (0)' section shows a profile picture and a text input field with the placeholder 'leave a comment...'.

**SERVICE LEARNING – SW312
AGENCY SELECTION FORM**

University of Texas Steve Hicks School of Social Work BSW Program

I. Contact Information

Semester/Year: _____ Instructor: _____ Instructor Email: _____

Student Name: _____ Student Phone/Email: _____

Have you registered for the service learning event on GivePulse? Yes ☐ No ☐

Service Learning hours will be completed: Virtually ☐ In-person ☐ Both ☐

Agency Name: _____ Agency Contact/Supervisor Name: _____

II. Learning Objectives - Consider the following learning objectives for Service Learning II and determine which activities you will do in your agency to achieve them.

Learning objective #1: Professionalism

Specific learning activities to achieve:

Learning objective #2: Beginning Skills Relationship Building

Specific learning activities to achieve:

Learning objective #3: Observing Stage(s) of Change (Engagement, Assessment, Planning, Implementation, Evaluation)

Specific learning activities to achieve:

Learning objective #4: Social Justice Issues Impacting Agency Clients

Specific learning activities to achieve:

III. Student and Supervisor Contract

Student: I understand the above agency's expectations of me and am prepared to meet them. I will maintain consistent communication with my supervisor and discuss any questions or problems as they arise.

Original signed document should be submitted to course instructor and a copy given to the agency contact/supervisor. Electronic signature should be noted when used.

SERVICE LEARNING
STUDENT RELEASE WAIVER AND INDEMNITY AGREEMENT
University of Texas Steve Hicks School of Social Work BSW Program
(Completed by Students in Give Pulse)

Release executed on DATE: _____, by STUDENT NAME: _____
referred to as releasor, in favor of the Steve Hicks School of Social Work, The University of Texas at Austin, The University of Texas System, and all officers, representatives and employees thereof, referred to as releasees.

STUDENT NAME (Releasor): _____ is seeking permission to participate in SERVICE LEARNING for SEMESTER: _____. Releasor acknowledges and understands the risks and hazards inherent or to be anticipated in program participation in service learning with a community agency. Releasor voluntarily chooses to participate with full knowledge of these risks and hazards.

RELEASE/WAIVER: In consideration of releasor being permitted to participate as described above, releasor, for himself/herself and his/her personal representatives, heirs and next of kin, hereby covenants not to sue, releases, waives, and discharges releases from all liability to the releasor, his/her personal representatives, assigns, heirs, and next of kin, for all loss or damage, and from every claim, demand, action or right of action, of whatsoever kind or nature either in law or in equity, on account of injury to the person or property of, or resulting in death of the releasor, **WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES OR OTHERWISE** while the releasor is for any purpose participating in the activity described above.

INDEMNITY: Releasor agrees to indemnify the releases from any loss, liability, damage, or cost releases may incur due to the participation of the releasor in (Project)_____ **WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES OR OTHERWISE.**

Releasor expressly agrees that this release, waiver and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Texas and that if any portion of this agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. This release contains the entire agreement between the releasor and releases and the terms of this agreement are contractual and not a mere recital.

RELEASOR HAS CAREFULLY READ THIS AGREEMENT, FULLY UNDERSTANDS ITS CONTENTS, IS AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN THE PARTIES HERETO AND HAS SIGNED OF THEIR OWN FREE WILL.

Student Printed Name: _____

Signature: _____

Date: _____