

## ULM School of Pharmacy Service Learning

ACPE states that **service learning** is “a structured learning experience performed by students in collaboration with community partners. Such experiences require clearly defined objectives, careful preparation, purposeful reflection, and engaged discussion with fellow students, faculty members, and – if possible – members of the served community.” In an effort to partner with our School of Pharmacy’s student organizations, this policy and form have been developed to allow students to earn service learning credit for participating in organization projects that align with the School’s goals and objectives for service learning. Service learning projects should meet the majority of the following objectives:

- Meet a community need
- Establish or enhance a relationship between the community and the academic institution
- Help foster civic and professional responsibility and the development of a sense of caring for others
- Are integrated into the required academic curriculum
- Provide structured time to reflect on the service learning experience
- Enhance what is taught in the didactic curriculum by extending student learning beyond the classroom and into the community
- Provide opportunities for interaction with other health professional students and practitioners
- Attempt to balance the service that is provided and the learning that takes place

At the beginning of each semester, interested student organizations should submit the Service Learning Request form to the Director of Student Affairs by the end of the sixth week of the semester. The approval process is outlined below.

- Interested student organizations should submit the Service Learning Request form with an attached list of members who would like to participate in the project to their Advisor for approval.
  - Advisors should review each project individually and verify that the proposed project may serve as service learning.
  - Advisors are expected to confirm that all students approved to participate have been properly trained in techniques and function of equipment used.
  - Advisors should also review any materials members plan to distribute or present at the event.
  - Advisors should verify that all supplies and materials required are present.
- A ULM School of Pharmacy faculty member or approved preceptor must be present at each event. Any student engaged in the practice of pharmacy as defined by the Louisiana Board of Pharmacy such as MTM, counseling, etc. must have a licensed pharmacist present.
- Once the event is approved by the organization’s advisor, a Service Learning Request Form with an attached list of participating members should be turned in to the Director of Student Affairs for final approval.

- If the organization's advisor will not be present at the event, the Director of Student Affairs will make arrangements for an event supervisor.
- The student attendance sheet and time log must be completed and signed by the participating students and approved by the event supervisor. The event supervisor should return the attendance to the OSPA.
- Students should complete the standard service learning reflection located on the Office of Student and Professional Affairs webpage no later than one week after completion of the experience.

All students that are not participating in approved projects will be assigned to the Office of Student and Professional Affairs (OSPA) sponsored project by the Director of Student Affairs. Each student must spend a minimum of one hour per semester participating in a service learning project. During this hour, students must have direct patient and/or healthcare related interaction, which does not include setting up and cleaning up before or after the project.

### **Evaluation and Grade Assignment for Service Learning**

Service Learning is a School of Pharmacy requirement. All students are now required to participate. In order to receive credit for the service-learning project, ***all*** requirements must be met. The following (if applicable to the assigned project), and any other requirements deemed necessary by the service-learning coordinator must be met in order to receive credit.

- Arrive 10 minutes prior to assigned time.
- Successfully complete 1 full hour of an approved Service Learning event. These events are offered through the ULM School of Pharmacy organizations and the Office of Student and Professional Affairs (OSPA).
- Complete the reflective writing assignment within one week of completing the project.
- Provide a ***University-approved excuse*** for any missed projects.
- Participate in all group meetings and planning if project is a group project.
- For group projects, complete a peer evaluation form on all members of the group to which you are assigned.

Grade Assignment:

- All requirements met – full credit. All requirements means that 1 full hour of approved Service Learning has been successfully completed, and the reflective writing exercise has met criteria for successful completion and submission.
- Excused absence from a scheduled Service Learning event – opportunity to make up.
- Unexcused absence from a scheduled Service Learning event – Student will be required to complete 2 hours of an approved event during the same semester.
- Service Learning must be completed by the last day of classes.
- Failure to complete all requirements of Service Learning will result in the student not be allow to register for classes the following semester or if

they have already registered their classes will be dropped until the Service Learning requirements have been completed.