

**Extra Credit “Servant Leadership” Service Essay (50 extra credit points)**

Students will be given the opportunity to submit a *Servant Leadership Service Essay* and earn up to 50 extra credit points toward their final grade. This assignment is strictly voluntary.

In order to get credit for this assignment, you must complete the following deliverables:

- Provide documentation to demonstrate the completion of **10** volunteer hours in a service organization approved by the *Saint Leo University Center for Values, Service, and Leadership* **or by your instructor**.
- Submit an essay in Module 8 detailing your experiences as a volunteer and your reflections of how your service has affected you as a leader.

**Instructions for completing the essay:**

The purpose of the essay is to identify community service project that you have chosen to volunteer for and to reflect how your service has made you a better leader. At a minimum, the essay should cover the following:

- Identify the type of service that you rendered and who benefits from it.
- Identify the organization that you performed the service with or for.
- If applicable, state your position in that organization (for example, president, volunteer, secretary, board member, etc.).
- Explain how this community service has affected you as a person and as a leader.
- Explain how this community service aligns with Saint Leo core values.

The essay should range from a minimum of 500 words to a maximum of 1,000 words. You may also include photographs, letters from others, newspaper articles, or other supporting documentation as part of your essay. Submit your essay to the Dropbox **no later than Sunday 11:59 PM of Module 8**.

You will be graded on this extra credit essay assignment according to the following checklist rubric.

| Grading Criteria   | Not Achieved | Achieved |
|--|--------------|----------|
| Completed and submitted to the professor the application requirements in the <i>Service Learning Student Handbook</i> , including the “Volunteer and/or Service Learning Application” and the “Volunteer Waiver of Participation” forms. |              | 10       |
| Provided documentation to demonstrate the completion of <b>10</b> volunteer hours in a service organization approved by the <i>Saint Leo University Center for Values, Service, and Leadership</i>                                       |              | 10       |
| Completed an essay (between 500 and 1,000 words) that explained how the service has improved the student’s leadership.   |              | 10       |
| In the essay, explained how the service relates to the SLU core values.  |              | 10       |
| Provided photographs, video, or other documentation to support the essay.  |              | 10       |
| <b>Total Points ____ (out of 50)</b>   |              |          |

**Before you get started on the volunteer work:**

- Read the *Saint Leo University Volunteer and/or Service Learning Student Handbook*.
- Contact the Center for Values, Service, and Leadership (CVSL) to ascertain service opportunities in your local community (**this step is optional**).
- Complete the application requirements of the *Service Learning Student Handbook*, including the “Volunteer and/or Service Learning Application” and the “Volunteer Waiver of Participation” forms located in the appendix of the handbook. Submit copies of all completed forms to your professor via *Learning Studio* e-mail after you have confirmed your placement in a service organization.
- Get approval from your professor before proceeding with the volunteer work.

**During the time that you are performing the volunteer work:**

- Apprise your professor on a weekly basis via *LearningStudio* e-mail of your progress in the service or volunteer project.
- Immediately report to your professor any problems or issues that may arise as a result of your volunteer work.

**After you have completed the 10 hours of volunteer work:**

- Submit your essay and supporting documentation to the Dropbox as per the instructions.