SRL Position Description

Qualifications:
- Interest in service-learning and civic engagement
- Interest in developing strategies to enhance learning through reflection
- Successful completion of a service-learning class (preferred)
- Minimum GPA of 3.0
- Willingness and ability to work effectively with faculty, students, and community partners
- Enthusiasm for UNCA and our university’s vision of learning, discovery, and service

Duties and Responsibilities:

Key Center
- Attend and participate in SRL Orientation Meeting (date will be e-mailed upon acceptance)
- Attend and participate in three (3) monthly training sessions and one de-briefing session (4 total)
- Provide copy of Instructor/SRL agreement to Key Center
- Facilitate end of semester service-learning student course surveys for Key Center
- Participate in an evaluation of the SRL program

Instructor/Class
- Attend class meetings and service events
- Guide critical reflection activities that enhance students’ curricular learning through service
- Support students in their service to community partners
- Details should be outlined in the Instructor/SRL Agreement.

Hours
- SRLs are expected to work an average of 2-3 hours a week, not to exceed 40 hours total

Responsibilities of Instructor:
Student Reflection Leaders are expected to work with the course instructor to plan and facilitate reflection, thereby providing them access to faculty mentorship and knowledge about how course plans are constructed. Instructor should meet with students to discuss, agree upon, and complete Instructor/SRL agreement.

Collaboration: The faculty member is expected to work with the SRL to establish times and responsibility for leading critical reflection as part of the regular course work. These should be outlined in the Instructor/SRL Agreement.

Integration: The faculty member is expected to integrate the SRL as a peer leader into the course
before, during and after students’ engagement in service. This includes explicit support of the SRL to work with students enrolled in the course.

**Evaluation:** The faculty member will provide useful feedback to the SRL to improve her/his effectiveness in guiding critical reflection and assisting students in their service.

**SRL Compensation:**
$350 stipend payable to the SRL at the end of the semester upon completion of duties and responsibilities. (Student should contact the Key Center prior to starting their position to confirm how among various options if the stipend might be distributed. We work hard to assure there are no conflicts with student financial aid and other issues.)

**Benefits to Students:**
This program provides students with the opportunity to develop their competency as leaders and educators among their peers through academic service-learning. Through the workshops provided by the Key Center, students will:

- learn how to facilitate written and oral reflections
- gain leadership skills, particularly in working with peers and collaborating with faculty and community members
- talk with fellow SRLs about experiences and challenges
- have the opportunity to work closely with a faculty member to develop learning activities
- explore personal and professional interests in teaching, leadership, service-learning and community engagement!
Part II: Student Reflection Leader Application
(To be completed by the student)

Student’s Name: ___________________________  Status (circle one): FR  SO  JR  SR  GRAD
UNCA e-mail: ___________________________  Phone #: (___)____________________
Local Address: ___________________________  City, State: ______________________  Zip Code: ________
Permanent Address: ______________________  City, State: ______________________  Zip Code: ________
Major(s): ________________________________  Minor(s): ______________________  GPA: __________
Have you taken a Service-Learning Course?  ___ Yes   ___ No
If Yes, what course? (course title): __________________
Instructor: _________________________________

What service-learning course do you hope to serve?

Instructor’s Name: __________________________  Course Number: ______________________
Course Title: __________________________________

I acknowledge that the information contained in this application is factual and is a realistic assessment of my abilities. Because I recognize that being a Service-Learning Reflection Facilitator carries with it both privileges and responsibilities, I hereby give permission to the Key Center to obtain information from the appropriate sources regarding any disciplinary and academic records (including verification of G.P.A.). This information will be used for the sole purpose of determining my personal attributes and suitability for this position as a student facilitator. I have read and understand the Service-Learning Reflection Leader(SRL) job description and position expectations. By signing this form, I agree to adhere to these expectations if chosen for the position.

Student Signature: _________________________  Date: __________