

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!

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

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

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

- o 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.
 - o You must document your hours using the Record of Civic Engagement form (<http://cce.wsu.edu/media/63008/record-of-civic-engagement-roce-73117-fillable.pdf>). *Bring this form with you each time you do service, and ask the partner to sign it for you.*
- o Submit your Record of Civic Engagement form to the CCE by either scanning or taking a picture of the form and emailing it to academicga.cce@wsu.edu. Please make sure the form is legible, signed by you and your site supervisor, and dated.

If you have questions, please contact the CCE (academicga.cce@wsu.edu or 509.335.7708) or visit the website at cce.wsu.edu. We hope that you enjoy and learn from your service experience!