**REPORT GUIDELINES FOR SERVICE BASED LEARNING**

# TABLE OF CONTENTS

## 1.0  INTRODUCTION

The following document provides guidelines for writing the Service Based learning report

*Service Based Learning* is a structured credit-bearing experience, which provides students with an opportunity to engage in community service activities that address societal needs.

Strathmore University aims at serving the Kenyan society to the best of its ability. Part of its mission is to provide service to society. It is in this spirit that the *Service Based Learning* requirement was created. This attachment provides students with an opportunity to engage in community service activities that address societal needs together with opportunities for reflection designed to achieve desired learning objectives.

## 1.1  WHY SERVICE BASED LEARNING?

- Help students apply their skills and knowledge to societal problems;
- Help students build capacity for learning and leadership;
- Help students develop personally;
- To create an awareness of the needs of others in the community and to develop more compassionate human beings who can respond to these needs;
- Acquaint students with career and professional-skill-volunteering possibilities in the non-profit sector;
- Interact with people from various cultures and life situations and address societal issues that challenge the community

*Service Based Learning Site* is the organisation providing the service-based learning opportunity.

## 2.0  ASSESSING THE REPORT

The student report should be a comprehensive document that captures the work environment and tries to relate and integrate the coherence of curriculum with regards to its adaptability to the community. As such it is the most important evaluation document that accounts for 50% of the service based learning assessment. The report should have five chapters as detailed below.

## 2.1  ASSESSMENT

The project accounts for 50% of the total marks for SBL, however, each chapter carries a different weighting depending on originality/ objectivity of the student. See below the grading per chapter.

### 2.1.1 CHAPTER 1: INTRODUCTION

The introduction should first, captures a brief summary of the students experience in relation to Strathmore University mission and goal of service based learning. Secondly the students should be able to give a summary on the following listed items;

- Objective of the attachment
- Information about the organisation- brief description/ executive summary.
- Benefits to the student of undertaking the attachment with regards to experience and/or moral education.
- Methodology adopted by the student-i.e. how did the student learn their work and what was required of them during their attachment?
- Limitations/ the general overview of the limitations encountered during the attachment.

**Max Mark out of 50 = 10**

### 2.1.2 CHAPTER 2: COMMUNITY SERVICE ORGANISATION

This section should give a description of the work environment of the attachment institution regarding:

- Brief history of the organisation.
- Organisational structure.
- Brief description of department- functions and activities.
- Work schedule: Description of a typical workday and weekly duties.

**Max Mark out of 50 = 10**

### 2.1.3 CHAPTER 3: EVALUATION OF THE ATTACHMENT PERIOD

This is one of the most important sections within the report, it should entail giving a **detailed** account of the student's personal experience during the internship. From this section, the student can communicate on the relevance of the internship experience to the objectives of the internship. Main content that should be captured is:

- Personal contribution to the organisation
- Knowledge, skills and values acquired during the internship
- **Challenges encountered & how they were solved (key)**
- Areas of personal improvement

**NOTE**

*Kindly note that the point on challenges encountered and how they were address will be the examiners key point of reference. Students should bring it out clearly to inform the whole Service Based Learning process.*

**Max Mark out of 50 = 15**

### 2.1.4   CHAPTER 4: STRATHMORE UNIVERSITY AND SERVICE BASED LEARNING ATTACHMENT

This section provides vital information with regards to the relevance of the Strathmore University academic curriculum to the attachment organisation. As such, it gives room to students to assess their achievements and compare with the courses they are studying. The points to be considered are:

- The relevance of skills and values acquired in the classroom and how the student applied them during the Service Based Learning.
- Emerging issues facing the community and how the Strathmore University community of students can get involved.
- Success or failures of attachment exercise in relation to objectives set out by the student and the organisation.

**Max Mark out of 50 = 10**

### 2.1.5   CHAPTER 5: CONCLUSION

The final chapter captures any suggestions from the student to Strathmore University and the attachment organisation. Recommendations to other successive students who plan to intern at the attachment organisation can also be included. As such the chapter captures:

- General comments and conclusions about the internship period and attachment organisation.
- Recommendations to the attachment organisation and to Strathmore University.
- **Max Mark out of 50 = 5**

**3.0 REPORT WRITING**

**3.1 COVER PAGE**

The Cover page should display the following (see appendix I)

- University Name and logo
- Degree Course
- Student Full Name (as it appears on the Faculty Register)
- Student Number (as it appears on the Faculty Register)
- Name of the Unit and code (SBL 1200: Service Based Learning)
- Organization Name
- Attachment Start and Finish Dates

**3.2 TABLE OF CONTENTS**

Contents of the report with chapters and page numbers, list of tables, and list of figures. (It will be better to have the automatically generated page)

**3.3 WEEKLY TIMETABLE**

A weekly schedule or timetable should be provided as an appendix. Each row in the table corresponds to a day in Attachment period. Should record the date, activity on that date. Weekly Schedule should explain the work accomplished each day of the week during the attachment period and should contain:

- The department(s) of the organization that you worked in during the week.
- The objectives, time spent per task, actual work done, or targets achieved, and the lessons learnt.
- Name and signature of the supervisor for each week.
- The official stamp of the organization.

**Sample Weekly Timetable/ Log**

WEEK                                    _____

DEPARTMENT/SECTION                      _____

| DATE | OBJECTIVES | TASKS ACHIEVED | LESSONS LEARNT | TOTAL HOURS |
|------|-----------|----------------|----------------|-------------|
|      |           |                |                |             |
|      |           |                |                |             |
|      |           |                |                |             |
|      |           |                |                |             |
|      |           |                |                |             |

### 3.4   REFERENCES

You may need to support your work with available literature, for instance the company website, pamphlets, publications etc. Use the APA Format of referencing ((last name of the author and year of publication).

### 3.5   APPENDICES

- Weekly log
- Charts, graphs, pictures, computer codes, company statements, company forms, etc.
- Appendices should be labelled; Appendix I, II, III etc.

*Please note that only relevant appendices should be attached.*

### 4.0  OTHER REQUIREMENTS

- The internship must last a minimum of 225 hours for Service Based Learning at one organization.
- Students are required to register their attachment details in the attachment system as soon as the attachment commences (https://apps.strathmore.edu/attachment/login).
- Students who commence the attachment before registering their detail should note that they will lose the days they worked before entering their details in the system. The student will therefore have to work extra hours to meet the required hours (the system cannot be backdated for more than 7 days).

- At the conclusion of the internship, the host supervisor must complete the Evaluation in the attachment system. The attachment office will not pick your report if your host supervisor and faculty supervisor has not filled out the assessments.

## 5.0  REPORT FORMATING

1. Font and Spacing:
   a. Times New Roman or Standard Arial, Font Size 12, 1.5 line spacing throughout and print on only one side of the paper
   b. Margin – Office 2003 Default
      i. Top, bottom, right        1"
      ii. Left                     1.25"
2. Recommended length of the report: Not less than 15 pages without appendices.
3. Include page numbers
4. Hand in a spiral bound copy and retain a soft copy.
5. If daily activities are routine; please provide a week-to-week diary.
6. Report must be fully typed except signatures.
7. Do not write theoretical excerpts from textbooks or the internet. Describe what you did and what experiences you gained throughout your training.
8. You may include graphs, pictures, data, drawings, or design calculations in your report; however, they should not cover more than 1/3 of the page. Larger graphs, pictures, data, drawings, or design calculations should be given as an Appendix.
9. Ensure that you have used the proper tenses and that your language is flawless.

**Appendix I: Sample Cover Page**
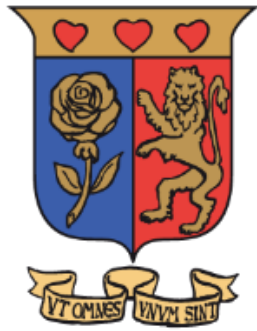


Course:               Bachelor of Commerce

Name:              Ngugi, Gianna Magnolia

Student No:       556321

Unit Code        SBL 1200

Unit:                Service Based Learning

Organization:     Happy Life Children's Home

Attachment Dates:   Jan 27, 2020 - Mar 5, 2020

**Appendix II: Sample Weekly Log**

5) *Week 5*

| DATE | OBJECTIVES | TASKS ACHIEVED | LESSONS LEARNT | TOTAL HOURS |
|---|---|---|---|---|
| Monday 11-02-2019 | -Compound cleaning -Lab cleaning -Tea cooking | -Litre collection -Mopped the lab -Cook staff tea | -Be patient when doing anything | 8 |
| Tuesday 12-02-2019 | -Data entry -Arrangement of health registers | -Efficient data record -Cleared stocked health registers | -Understood importance of giving back. | 8 |
| Wednesday 13-02-2019 | -Lab cleaning -Offices cleaning -Tea cooking | -Machine cleaning -Mopped offices | -Do what you do best and give it your all | 8 |
| Thursday 14-02-2019 | -Compound cleaning -VCT assistance. | -Litre collection -Arranged VCT office | -How to handle other people. | 8 |
| Friday 15-02-2019 | -Hospital cleaning | -Scrubbed hospital verandas | - There is no small job or big job just duties to be done. | 8 |

Supervisor:

G.K KIBU

Signature:

Stamp

UHURU CAMP HEALTH CENTRE
P.O. Box 2000 - 00202 NAIROBI
Date: 15/2/2015

8