

# USL COURSES SERVICE REQUIREMENTS

## STUDENTS MUST:

- Engage in **DIRECT community outreach** (at least 60% of service-hours), interacting with the public or population served.
- Serve a **population in need** or **the greater good of our community** (*targeting disadvantaged communities or populations as much as possible*).
- Support programs that are either free or offered on a sliding-scale fee.
- Gain a complete knowledge of your organization, its mission, the population you serve, and how their service positively impacts that population and the greater good of our community.
- Not* be assigned clerical, general office, or administrative assistant-type tasks.

## DIRECT vs. INDIRECT SERVICE:

We understand that indirect service activities may be necessary to support direct outreach. **Students may spend a maximum of 40%** of their time on those tasks *as long as they are related to the direct service*.

- Direct service activities may constitute 100% of hours (minus training hours).
- If students are assigned less than 60% of their hours as direct service, it will impact their grade.

## Service Activity Categories with Examples

*This chart is for illustrative purposes and is not an exhaustive list. When in doubt, please consult USL staff.*

DIRECT Service Activities Minimum of 60% of required service hours	INDIRECT Service Activities Limited to 40% or less of required service hours	PROHIBITED Activities Do NOT count towards required service hours
Direct interactions with community / clients	Training / workshops / staff meetings	Reception / front desk activities (e.g., phones, errands)
Set-up / clean-up for direct events/activities (5 -10 minutes max)	Extensive set-up / clean-up for events and activities	Clerical - typing / word processing, filing, copying
Fundraising - calling, direct asks and follow up	Reports / documentation / data entry - <i>directly</i> related to direct service activities	General data entry
Fairs / presentations	Creating flyers or preparing presentations	Bookkeeping
Community events	Travel during service tasks	Travel to / from internship site
Teaching / facilitating	Lesson planning	
Coordinating volunteers	Research	
Attending community or client meetings	Sorting clothes, food or organizing	
Shadowing / client observation	Developing website or using social networking tools	<b>NOTES:</b> <ul style="list-style-type: none"> <li>Students should NOT fulfill unmet staffing needs</li> <li>Students cannot transport clients in their own vehicles</li> <li>Consult USL office for exceptions</li> </ul>
Direct service addressing environmental issues must involve community at large (e.g., advocating, teaching, public education)	Landscaping / clean-up	
	Animal Care	