

Sample Academic Service-Learning Journal Format

Purpose: The Journal documents the planning, implementation, and assessment of the student's project

The Journal should include:

- Clear connections to all learner objectives within the prescribed format.
- Documentation of student's weekly progress through weekly reflective journal entries.
- Evidence of reflection that connects the project experience with a deeper understanding of the relationship between profession and community.

Faculty may want to have students prepare a **Project Proposal**. For this type of project, a Project Proposal normally includes:

- Project Proposal Title
- Project Goal
- Project Outcomes
- Plan of Action

These items are also included in the Journal (see Title and Journal Nos. 1-3 below).

An **Abstract** may also be desirable, including Purpose/Goal, Scope, Methods, Conclusions/Results, and/or Recommendations for future work on the project.

Service-Learning Journal (Template)

(NAME)

(TITLE)

(Quarter)

1. **PROJECT GOAL** (X points): What do you want to achieve with your service-learning project? Who will benefit from the completed project?
2. **PROJECT OUTCOMES** (X points): What outcomes do you expect to see when you have completed your service-learning project?
3. **PLAN OF ACTION** (X points): What steps are you going to use to achieve your goal and to carry out your service-learning project?
4. **OUTSIDE FACTORS** (X points): List any outside factors that you think might impact the achievement of your goal. Did any outside factors impact your project?
5. **MEASUREMENT** (X points): How are you going to measure your success in achieving the outcomes you have established?

6. **WEEKLY JOURNAL ENTRIES** (X points per week, XX points total): Each week write a brief reflective summary of the project actions you completed during the week. **Answer these three questions each week:**
 - A. What did you do on your action plan?
 - B. Did it go well? If not, why not? Explain.
 - C. What can you do differently?

7. **RESOURCES USED** (X points): List ALL resources you used to achieve your goal, e.g., library, technical magazines, textbooks, community services, etc.

8. **TECHNICAL SKILLS** (X points): List the skills you used to assist you in achieving your goal, e.g. work well with people, good listener, well organized, good writing skills, etc.

9. **REFLECTION & SUMMARY** (X points): Analyze your progress in conducting your service-learning project. Identify your challenges and your accomplishments. What would you do differently if you were to repeat the project?

10. **PERSONAL GROWTH** (X points): How has the service-learning project assisted you in your personal growth, i.e., things you would change or keep the same, attitude changes, etc.?

11. **CAREER PREPARATION** (X points): How has your service-learning experience helped you prepare for a career?

12. **CIVIC ENGAGEMENT** (X points): How has this service project prepared you for your role as a citizen?

13. **PROJECT RESULTS/IMPACT** (X points): Summarize the results or impact of your project.