

# Post-Project Teacher Report: Service-Learning

Project Title: \_\_\_\_\_

Teacher: \_\_\_\_\_ Ph. # \_\_\_\_\_

Start Date: \_\_\_\_\_

School: \_\_\_\_\_

End Date: \_\_\_\_\_

Course Area/Name: \_\_\_\_\_

Service Site:  School Site  Other \_\_\_\_\_

**Please provide a brief description of your project:**

**A) # of students participating** \_\_\_\_\_ students

**B) # of student classroom hours per student** \_\_\_\_\_ avg. hrs/student  
(Include project selection, planning, reflection and celebration time)

**C) # of student non-classroom hours** \_\_\_\_\_ avg. hrs/student  
(include only hours spent as a class)

**D) Total # of Project Hours** \_\_\_\_\_ **total hours**  
(Line A) x (Line B + Line C) = Line D

**E) # of Adult Volunteers** \_\_\_\_\_ adults  
(Include Partners, Parents, AmeriCorps Members, etc)

**F) # of Adult Volunteer hours** \_\_\_\_\_ avg. hours/adult

**Community Project Partner(s)** **Phone #**

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**Please list community resources (estimated \$)**

◇ Materials \_\_\_\_\_

◇ Grants \_\_\_\_\_

◇ Donors \_\_\_\_\_

◇ Total \$ \_\_\_\_\_

Please mark the Career-Related Learning Standards and Civic Standards met by your project.

### **CRLS**

- Personal Management (PM)
  - CS.PM.01: Identified tasks to be completed and initiated necessary action
  - CS.PM.02: Planned, organized and completed projects on time and met quality standards
  - CS.PM.03: Took responsibility for decisions and actions and anticipated the consequences
  - CS.PM.04: Maintained regular and punctual attendance
  - CS.PM.05: Maintained appropriate interactions with colleagues
  
- Problem Solving (PS)
  - CS.PS.01: Identified problems and located information that would lead to solutions
  - CS.PS.02: Identified alternatives to assist in problem solving
  - CS.PS.03: Assessed the consequences of the alternatives
  - CS.PS.04: Selected and explained a proposed solution and course of action
  - CS.PS.05: Developed a plan to implement the selected course of action
  - CS.PS.06: Assessed results and took corrective action
  
- Communication (CM)
  - CS.CM.01: Located, processed and conveyed information using traditional and technological tools
  - CS.CM.02: Listened to and summarized key elements of verbal and non-verbal communication
  - CS.CM.03: Gave and received feedback in a positive manner
  - CS.CM.04: Read technical/instructional materials for information and applied to tasks
  - CS.CM.05: Wrote instructions, technical reports, and business communications clearly and accurately
  - CS.CM.06: Spoke clearly, accurately, and appropriately when giving oral instructions, technical reports and business communications
  
- Teamwork (TW)
  - CS.TW.01: Identified teams and roles within teams; described importance of roles
  - CS.TW.02: Demonstrated skills that improve team effectiveness (e.g., negotiation, compromise, conflict management, shared decision-making)
  
- Employment Foundations (EF)
  - CS.EF.01: Applied academic knowledge and technical skills in a career context
  - CS.EF.02: Selected, applied and maintained tools and technologies appropriate for the workplace
  - CS.EF.03: Identified parts of organizations and systems and how they fit together
  - CS.EF.04: Described how work moves through a system
  - CS.EF.05: Described the changing nature of work, workplaces and work processes on individuals, organizations and systems
  - CS.EF.06: Demonstrated appropriate dress, appearance and personal hygiene
  - CS.EF.07: Explained and followed health and safety practices
  - CS.EF.08: Explained and followed regulatory requirements, security procedures and ethical practices
  
- Career Development (CD)
  - CS.CD.01: Assessed personal characteristics related to educational and career goals
  - CS.CD.02: Researched and analyzed career and educational information related to project
  - CS.CD.03: Developed and discussed a plan designed to achieve personal, educational and career goals
  - CS.CD.04: Monitored and evaluated educational and career goals
  - CS.CD.05: Demonstrated job-seeking skills (e.g., writing resumes, completing applications and participating in interviews)

### **Civic Standards**

- Understand rights and responsibilities of citizens
- Understand that limited resources make economic choices necessary
- Design and implement strategies to analyze issues, explain perspectives and resolve Issues
- Other, please explain \_\_\_\_\_

## Essential Skills

Oregon Department of Education, March 2008

### 1. Read and comprehend a variety of text\*

*This skill includes all of the following:*

- Demonstrate the ability to read and understand text.
- Summarize and critically analyze key points of text, events, issues, phenomena or problems, distinguishing factual from non-factual and literal from inferential elements.
- Interpret significant ideas and themes, including those conveyed through figurative language and use of symbols.
- Follow instructions from informational or technical text to perform a task, answer questions, and solve problems.

*\*text includes but is not limited to all forms of written material, communications, media, and other representations*

*in words, numbers, and graphics and visual displays using traditional and technological formats*

### 2. Write clearly and accurately

*This skill includes all of the following:*

- Adapt writing to different audiences, purposes, and contexts in a variety of formats and media, using appropriate technology.
- Develop organized, well-reasoned, supported, and focused communications.
- Write to explain, summarize, inform, and persuade, including business, professional, technical, and personal communications.
- Use appropriate conventions to write clearly and coherently, including correct use of grammar, punctuation, capitalization, spelling, sentence construction, and formatting.

### 3. Listen actively and speak clearly and coherently

*This skill includes all of the following:*

- Listen actively to understand verbal and non-verbal communication.
- Give and follow spoken instructions to perform a task, ask and answer questions, and solve problems.
- Present or discuss ideas clearly, effectively, and coherently, using both verbal and Nonverbal techniques.
- Use language appropriate to particular audiences and contexts.

### 4. Apply mathematics in a variety of settings

*This skill includes all of the following:*

- Interpret a situation and apply workable mathematical concepts and strategies, using appropriate technologies where applicable.
- Produce evidence, such as graphs, data, or mathematical models, to obtain and verify a solution.
- Communicate and defend the verified process and solution, using pictures, symbols, models, narrative or other methods.

**The following Essential Skills would be phased-in after 2008-09, timeline to be determined.**

## **5. Think critically and analytically**

*This skill includes all of the following:*

- Identify and explain the key elements of a complex event, text\*, issue, problem or phenomenon.
- Develop a method to explore the relationships between the key elements of a complex event, text\*, issue, problem or phenomenon.
- Gather, question and evaluate the quality of information from multiple primary and secondary sources.
- Propose defensible conclusions that address multiple and diverse perspectives.
- Evaluate the strength of conclusions, differentiating reasoning based on facts from reasoning based on opinions.

*\*text includes but is not limited to all forms of written material, communications, media, and other representation.in words, numbers, and graphics and visual displays using traditional and technological formats*

## **6. Use technology to learn, live, and work**

*This skill includes all of the following:*

- Use creativity and innovation to generate ideas, products, or processes using current technology.
- Use technology to participate in a broader community through networking, collaboration and learning.
- Recognize and practice legal and responsible behavior in the use and access of information and technology.
- Use technology as a tool to access, research, manage, integrate, and communicate ideas and information.

## **7. Demonstrate civic and community engagement**

*This skill includes all of the following:*

- Apply knowledge of local, state, and U.S. history and government to explain current social and political issues.
- Perform the civic and community responsibilities essential to living in a representative democracy.

## **8. Demonstrate global literacy**

*This skill includes all of the following:*

- Demonstrate knowledge of diverse cultural, linguistic, and artistic expressions.
- Apply a global perspective to analyze contemporary and historical issues.

## **9. Demonstrate personal management and teamwork skills**

*This skill includes all of the following:*

- Participate cooperatively and productively in work teams to identify and solve problems.
- Display initiative and demonstrate respect for other team members to complete tasks.
- Plan, organize, and complete assigned tasks accurately and on time.
- Exhibit work ethic and performance, including the ability to be responsible and dependable.