Restorative Service Hour Completion and Reflection Form

PART I. To be completed by the STUDENT (please print):

Name of Student: ___________________________________________ Case #: __________________________

Student’s Local Address: ____________________________________________

Student’s Phone: (______) _________________________ Student’s Email: _______________________

Please complete one Restorative Service Hour Completion Form for each service site where you perform work or otherwise complete service. After the completion of each individual shift, it is your responsibility to insure the following measures have been taken:

1) Make sure that the Supervisor has verified your hours with a signature and phone number below.
2) Provide a copy of this form to the OSCCR no later than five (5) business days after the completion of each individual shift (exceptions may be made with prior approval of the OSCCR).
3) Complete a brief reflection on your experience using the prompts on the reverse side of this form.

Service Site (please print clearly): __________________________________________

Supervisor’s Name and Title: __________________________________________

Brief description of the service performed:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

PART II. To be completed by the SITE SUPERVISOR (please print):

In an effort to monitor the developmental progress of our students, please note the degree to which you agree or disagree with the following statements:

1. The student was prompt when reporting for work.  1  2  3  4  5
   (strongly disagree)  (strongly agree)

2. The student maintained a positive and courteous attitude.  1  2  3  4  5

3. If the student wished to perform additional service hours with me I would welcome their assistance (if I had a need)?  1  2  3  4  5

** Please feel free to report any additional feedback or request additional assistance from Loyola students at OSCCR@luc.edu. **

Total work hours performed by the student: _______________

Signature of Site Supervisor: ___________________________________________ Date: _______________

Phone number or Loyola extension where Site Supervisor may be reached: (___________) ______________________

For OSCCR Staff only:

Received by: __________ Date turned in: __________ ADVOCATE Updated: __________ Filed: __________

initial  date  initial

Updated 02/18/2016 BH  *** Don’t forget the back! ***
PART III. Reflection to be completed by the STUDENT (please print):

Please respond to the following prompts honestly. There is no "right answer" to these questions and your genuine thoughts and feelings will help our office improve service opportunities in the future. You may attach extra sheets if necessary.

1. What connection(s) are there between the service you performed and the incident that necessitated the service?

2. What did you learn about yourself through your service?

3. How did your service demonstrate a respect for the dignity of others (other individuals)?

4. What community (or communities) benefitted from your service?

5. Given the answers above, how much do you agree or disagree with the following statements:

   (1 = strongly disagree, 2 = disagree, 3 = neither agree nor disagree, 4 = agree, 5 = strongly agree, X = does not apply)

   a. My service helped me better understand The Student Promise (Care for self, Care for others, Care for community).

      Circle your response: 1 2 3 4 5 X

   b. As a result of my service, I have reflected on the impact of my actions in the community.

      Circle your response: 1 2 3 4 5 X

   c. As a result of my service, I am more motivated to get involved in voluntary service in my community.

      Circle your response: 1 2 3 4 5 X

   d. I feel proud of the service I completed.

      Circle your response: 1 2 3 4 5 X

   e. As a result of my service, I feel a sense of closure and am ready to move past this incident.

      Circle your response: 1 2 3 4 5 X

Each year Loyola students engage in between 7,000 and 8,000 service hours as a result of disciplinary obligations. On behalf of the OSCCR and the many communities who benefit from the service our students perform, a heartfelt THANK YOU and congratulations on fulfilling your obligation of service. If our office can ever assist you with conflict coaching, mediation, questions about policies, or any other conflict you are experiencing, we hope you will stop by.

Very sincerely, The OSCCR Team