

**Our Lady of the Elms  
SERVICE PROGRAM  
RUBRIC  
High School**

**PLEASE NOTE:** The fulfillment of both the service documentation (Part A) and the reflection paper (Part B) are **required both to pass to the next grade level and to graduate from Our Lady of the Elms.** Our service program is an essential element of the OLE curriculum.

**Service hours are to be completed over a twelve month period beginning May 1.**

**Part of your hours will be completed by the end of Q2, the remaining hours and a Theological Reflection paper will be completed and turned in on, or before, May 1.**

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**Part A: SERVICE REQUIREMENT**

Service hours should be performed at non-profit organizations such as public service agencies, environmental groups, and places of worship. Students should also consider the many volunteer opportunities at Our Lady of the Elms such as, Open Houses, February Fantasy and Seventh Grade Visitation, to name a few.

**\* NEW FOR 2016-2017 - You must complete a number of your service hours by the end of Q2 or points will be deducted from your Q2 Theology grade.**

**Grades 9 & 10 = 10 hours (20 points)**

**Grades 11 & 12 = 15 hours (30 points)**

**By May 1 you will complete the remaining hours for the following totals:**

**Grades 9 & 10 – remaining 15 hours for a total of 25 hours (30 points)**

**Grades 11 & 12 –remaining 20 hours for a total of 35 hours. (40 points) *10 of these hours must be done at an agency that provides “hands on” service with the poor or needy.***

The **Service Log** is to be completed with the number of hours and the signatures from the agency confirming student service hours, including those completed at Our Lady of the Elms.

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**Part B: THEOLOGICAL REFLECTION PAPER – 60 points in the Q4 Theology grade**

Write a typed reflection paper that integrates your service with your religious education. **It may be helpful to choose one service location to reflect upon for the purposes of this paper.**

Number your paper and answer the following prompts fully and completely. (You do not need to re-write the prompt.)

1. Describe the service agency where you volunteered and some details about what kind of service you performed. (10 points)
2. What were some particularly challenging moments from your work? – How did you handle it? What were some particularly rewarding moments from your work? - How did it make you feel? Discuss how these experiences helped you to use your gifts and talents and to grow personally. (10 points)
3. Where did you see and experience the Spirit of God in your service? How did volunteering at this agency affect your relationship with and understanding of God? (10 points)
4. Relate your service experience to what you have learned in your current or past Theology class. Be specific. (10 points)
5. Integrate at least three references to Scripture as they relate to your service experience. Write out the Scripture passages and discuss how they apply to your service. (10 points)
6. Evaluate your service experience in terms of how it impacted those you served. (10 points)

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**GRADING – Part A:** The completion of the service requirement and documentation in the Service Log will be recorded by points according to the Elms grading scale and incorporated into your Q2 and Q4 Theology grade. You are awarded points for your compliance to the due dates. You are not “being graded” for doing service hours.

**Part B:** The Theological Reflection paper is graded according to the Elms grading scale and incorporated into the Q4 Theology grade.

**LATE WORK -** Turning in any portion of the requirements late will result in an **8% deduction per day.**

Theological Reflection papers will only be accepted up to **3 days late**, or result in a failing grade which will be added to your Q4 Theology grade.

## SERVICE PROGRAM ASSESSMENT

Name \_\_\_\_\_ Grade \_\_\_\_\_ Period/Bell \_\_\_\_\_

### PART A: SERVICE REQUIREMENT & DOCUMENTATION

Service Requirement & Service Log	Points	
Student's Q2 service hours were complete: Grades 9&10 – 10 hours = <b>20 points</b> Grades 11&12 – 15 hours = <b>30 points</b>	Q2 – 9&10	Q2 -11&12
Student's Q4 service hours are complete: Grades 9&10 – remaining 15 hours for a total of 25 hours = <b>30 points</b> Grades 11&12 –remaining 20 hours for a total of 35 hours with 10 of them hands-on = <b>40 points</b>	Q4 – 9&10	Q4-11&12
Service Log - Appropriate signatures for service Area: The person responsible for the student's service signed the form.		
<b>SERVICE GRADE (P/F)</b>		

### PART B: THEOLOGICAL REFLECTION PAPER – 60 points

Prompt	Self-Assessment	Teacher Assessment
1. Describe the service agency where you volunteered and some details about what kind of service you performed. (10 points)		
2. What were some particularly challenging moments from your work? – How did you handle it? What were some particularly rewarding moments from your work? - How did it make you feel? Discuss how these experiences helped you to use your gifts and talents and to grow personally. (10 points)		
3. Where did you see and experience the Spirit of God in your service? How did volunteering at this agency affect your relationship with and understanding of God? (10 points)		
4. Relate your service experience to what you have learned in your current or past Theology class. Be specific. (10 points)		
5. Integrate at least three references to Scripture as they relate to your service experience. Write out the Scripture passages and discuss how they apply to your service. (10 points)		
6. Evaluate your service experience in terms of how it impacted those you served. (10 points)		
<b>TOTAL FOR REFLECTION (60 points)</b>		

\_\_\_\_\_ **ON TIME** / \_\_\_\_\_ **LATE (# of days)**

Turning in any portion of the requirements late will result in an **8% deduction per day**. Theological Reflection papers will only be accepted up to **3 days late**, or result in a failing grade which will be added to your Q4 Theology grade.

#### TOTAL POINTS

**Grade 9 & 10:** remaining 15 hours for a total of 25 hours = **30 points** \_\_\_\_\_

Theological Reflection paper = **60 points** \_\_\_\_\_

**Total = \_\_\_\_\_/90 points**

**Grade 11 & 12:** remaining 20 hours for a total of 35 hours = **40 points** \_\_\_\_\_

Theological Reflection paper = **60 points** \_\_\_\_\_

**Total = \_\_\_\_\_/100 points**

## HOW TO GRADE YOURSELF IN THE SELF-ASSESSMENT:

Be particular with yourself. Evaluate each paragraph of your paper. Give yourself:

10 point questions	
10	Carefully thought out, well-written, and wisely answers all part of the questions for that section with attention to detail.
9	Some thought given to the topic, decently written, answers the questions for that section but details are lacking
8	Topic is covered without much thought in evidence, sloppily written, answers most of the questions for that section.
7	Topic is mentioned, no apparent thought given to it, haphazardly written, some of the questions not answered. Little to no depth in the response.
6	Topic is avoided or evaded, describes how I really didn't want to wrestle with the question.
0	I skipped that part; no response to the prompt.

*Add up the points and put that number in the box marked **TOTAL FOR REFLECTION**. Go back and see **what you would like to revise** before you turn it in and then fill out the self-assessment a second or final time.*