

# Manual of Policies and Procedures for Student Affairs

## Subchapter 2.2 Service

### Subchapter 2.2-100. General Provisions

#### Sec. 2.2-101. Purpose

- a. The purpose of service and service-learning programs is to connect students to service opportunities on campus, in the local community, and beyond. All activities are based on the overall goal of student success and graduation.

#### Sec. 2.2-102. Definitions

- a. In this chapter, unless the context requires a different meaning,
  1. “university” means “The University of Texas at Tyler”.
  2. “student” means a person currently enrolled in residence at the university, or who is accepted for admission or readmission to the university, or who has been enrolled in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the university while the person is on campus.
  3. “organization” means a student group holding a valid registration on file with the Department of Student Engagement.
  4. “faculty or staff” means a current employee of The University of Texas at Tyler.
  5. “service” means any action that is done to help a population in need (i.e., donations and volunteering)
  6. “service learning program” means any academic or co-curricular program that incorporates service and has an intentional learning component

#### Sec. 2.2-103. Introduction

- a. Service and service learning programs are a very effective way for students to practice leadership and service skills. The goal is serving the needs of our community and enriching the lives of those students participating in the service projects.

### Subchapter 2.2-200. Administration

#### Sec. 2.2-201. Administration of Service

- a. The student development specialist will collaborate with faculty, staff, and students and assist all interested parties in connecting them with service opportunities that meet their needs.
- b. The student development specialist will serve as the university liaison for non-profit organizations in the community that are looking to connect with students, faculty, and staff for service opportunities.

### Subchapter 2.2-300. Programs

#### Sec. 2.2-301. Office Objectives

- a. Educate students on becoming advocates for service.
- b. Focus on student cognitive, ethical, and social development through service activities.
- c. Assist students to develop effective service programs.
- d. Assist faculty/staff to develop effective service components to academic and co-curricular programs.

**Sec. 2.2-302. Official University Service Program**

a. GiveBack

1. Students, faculty, staff, and alumni have the ability to register with the Office of Leadership & Service to receive information about service and service learning programs
2. Students, faculty, staff, and alumni have the ability to track the service hours they complete with the Office of Leadership & Service
3. Opportunities, both on and off campus, will be provided to those who have registered

Revised: 12/16/2019