



TOOLS

Community Service and Volunteer Journal

The journal provides an opportunity for you to write about your learning experience. There are several ways that you can use your journal to examine your community service and volunteer experience.

You may write about anything that relates to your experience in school or at the community service/volunteer or about experiences outside school that relate to the you that comes to school and learning. You may use any of the ideas listed below as starting points for your journal entry. You may wish to use them once only or to repeat the topic if it seems useful or important.

While you may have entries about your ICAP experience the main thing you need to do is write after the service about what you did and compare it to what you were expecting to learn about a possible career.

This journal is specifically designed to help you process the learning that happens as a result of your community service/volunteer opportunity, though *it is not a private journal*. Your teacher will collect and check your journal as proof of your service. It will also be used to write a career reflection.

Basic Guidelines

- All entries should be numbered and dated.
- Each entry should be a minimum of 75 words.
- Content should be thoughtful, detailed and honest.
- Writing should be legible and written in standard English.
- You may address other issues not prompted below as they come up.



TOOLS *(continued)*

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Journal Prompts

- Describe one job, person or department at your community service or volunteer opportunity that you would like to know more about. Why?
- Who at the workplace would you like to know more about? What do you need to ask that person to understand who he/she is as a person or how he/she got to hold this job? Write down the questions you would ask this person.
- Discuss the academic knowledge that you are receiving in school and how it is useful to you in your community service/volunteer experience.
- Write about something that you learned about one aspect of the industry in which you are serving.
- How does it feel to be in a new place?
- Write about a conflict, success or disappointment you're experiencing through your service.
- Write a dialogue between yourself and someone at your community service/volunteer site that deals with a personal conflict.
- Describe in detail your community service/volunteer site—the site, the location and the general surroundings. What are your duties and responsibilities? Approximately how much time did you spend during the experience on the various activities?
- What is the expected dress, work ethic and general behavior for professionals in your experience? Do these vary according to the day's duties? If so, how?