

### I/- RATIONALE

1. Considering AUI community orientation & involvement, its policy of openness on its environment and contribution in its development;
  2. Considering the proven beneficial impact of student involvement in community issues on their overall educational experience;
  3. Considering the university's vision as an institution that educates future leaders and the need for these leaders to understand and get a closer look at Morocco's social reality;
  4. Considering the multifarious needs of AUI adjacent community and environment and the fact that its students cannot ignore, or live in isolation from, this reality;
  5. Considering the growing importance of community issues in shaping the future of today's Morocco.
- ➔ **The university has taken the initiative to integrate a community service component as a requirement for all new students.**

### II/- WHAT IS COMMUNITY SERVICE?

Community Service is the application of one's skills, gifts, and resources to enhance the quality of life of people in need.

### III/- MISSION

The mission of AUI Community Service is to engage students and AUI community at large in a process which complements students' educational experience by promoting more civic participation, increased awareness, building community capacity, and enhancing their understanding of and identification with their social reality.

### IV/- WHY COMMUNITY SERVICE?

1. Help students understand themselves, their community and their role;
2. Help students develop personally, professionally and academically;
3. Help students apply their skills and knowledge to societal problems;
4. Help students build capacity for learning and leadership;
5. Enhance faculty capacity for research and teaching.

### V/- SERVICE AREAS

1. Literacy, Education and Training;
2. Service to the elderly
3. Disability;
4. Health awareness;
5. Community Development;
6. Environment;
7. Urban/Rural Poverty alleviation;
8. Public Relations/Outreach and Fundraising;
9. Children and Youth;
10. Disaster Relief.

### VI/- ACCEPTABLE SERVICE:

1. Must benefit the community;
2. Must be done for and under the auspices of a non profit organization accredited by the University or one of the University departments working in the social field;
3. Must be unpaid;
4. Must be completed in addition to class requirements and outside of the student's normal school hours;
5. Must not be part of another requirement for which credit is received;
6. Meetings or training hours are not counted;
7. Work for any private individual or family not directly associated with a nonprofit agency is not eligible;
8. Projects already accepted for one team may not be approved for a second team during the same semester.

## **VII/- REQUIREMENTS & PROCEDURES**

In order to graduate from Al Akhawayn University, all students must start their community service no later than the third semester. The minimum number of hours required to complete the requirement is sixty hours. Students will complete their community service requirement under the mentorship of an approved person who will follow up, certify and evaluate the service.

### **STEP ONE: PREPERATION**

- Sign up at the Community Service Office (located in Bldg.4 at the 1<sup>st</sup> floor);
- Attend seminars and workshops scheduled during the semester;
- Submit a written proposal;
- Evaluation based on:
  - Attendance
  - Readings (to be checked during last phase)
  - Quality of the proposal.

### **STEP TWO: FIELD WORK**

**Case 1:** *With an internal partner:*

**Case 2:** *With an external partner:*

**Case 3:** *Independent projects:*

**Steps to follow:**

- Sign up,
- Get the assignment (identification of the mission/project to work on)
- Submit a timeline for the completion of the project or the mission (approved by the mentor)
- Evaluation upon:
  - Community Service Forms (duly filled in and submitted upon completion of the community service),
  - Progress report,
  - Final report,
  - Supervisors' evaluation
  - Oral defense.

**Important:**

- For **CASE 2:**
  - Review the Community Service External list, pre-approved by the Community Service Advisory Board, and choose an organization to work with.
  - If the organization you select is not on the list, you must first get approval from the Community Service Office.
  - First contacts with the chosen organization will be made by the Community Service officer.

**N.B:** Student can contact the organization to inquire about service opportunities, but should not start the service without getting the approval from the Community Service Office.

- For **CASE 3:**
  - Submit a project to the Community Service Advisory Board for validation (Project Forms available at the Community Service Office)

### **FIELD WORK: ELEMENTS OF EVALUATION**

#### **1. Information Gathering:**

- Duration,
- How the forms were filled in,
- Number of families interviewed,
- Zone (s) covered,
- Team behavior in the field (among themselves & with others),
- Quality of information gathered.

#### **2. Analysis:**

- Duration,
- Method adopted,
- Software used,
- Problems detected,
- Report.

**3. Identification of Issues:**

- Types of issues raised,
- Relationship with results of the analysis,
- Issue classification (according to their priority & importance).

**4. Projects & Solutions:**

- Issue analyzed,
- Hypothesis (hypotheses) suggested,
- Field work report (information gathering, analysis),
- Project(s) & solution(s) suggested,
- Feasibility,
- Selection.

**5. Implementation:**

- Project & solution selected,
- Business / action plan,
- Implementation schedule,
- Follow up, evaluation and adjustments.



# Al Akhawayn University in Ifrane Community Service Office Project Planning Form

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**Project title:** \_\_\_\_\_

**Project Advisor/Coordinator:** \_\_\_\_\_

**Team Leader:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Goals:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Project Beneficiaries:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Project Type:**                       Continuous                       One time                       Recurring

**Description of tasks to be accomplished:**

- Task 1: \_\_\_\_\_
- Task 2: \_\_\_\_\_
- Task 3: \_\_\_\_\_
- Task 4: \_\_\_\_\_
- Task 5: \_\_\_\_\_





# Al Akhawayn University in Ifrane Community Service Office Completion Verification Form

The following steps must be completed to validate hours for Community Service:

**First**, complete the required hours of service.

**Second**, fill out the first two sections of this form.

**Third**, have the agency supervisor fill out and sign the bottom section of this form.

**Fourth**, return this form to the University Community Service Office once all hours scheduled for the social work have been completed.

## Student Data

Student's Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

*Please Print*

School: SBA  SHSS  SSE  Major: \_\_\_\_\_

Semester/Year: \_\_\_\_\_ Beg.Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Bldg: \_\_\_\_\_ Room: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Agency/Site Data

Name of Agency: \_\_\_\_\_

Name of site supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

## Agency Evaluation and Verification:

### Student Evaluation:

	Very poor ضعيف جدا	Poor ضعيف	Average مقبول	Good جيد	Excellent جيد جدا
Attendance الحضور / احترام المواعيد					
Commitment التزام					
Team work and relation with others لعمل داخل المجموعة					
Ability to learn لقدرة على التعلم					
Quality of work جودة الأداء					

### Completion Verification:

This confirms that \_\_\_\_\_ has performed \_\_\_\_\_ hours of  
*Name of Student*

community service at \_\_\_\_\_. The duties which were  
*Name of Agency / Site*

performed on/from \_\_\_\_\_.  
*Dates*

Stamp & Signature of Agency Representative

Print Name

SAO/CS/103

Prière de bien vouloir suivre les étapes suivantes pour valider vos heures de Travail Social.

1ère Etape: Terminer les heures exigées pour le Travail Social.

2ème Etape: Compléter la première section de ce formulaire « Celle réservée à l'étudiant ».

3ème Etape: Faire compléter, cacheter et signer le formulaire par le responsable de l'Organisme d'accueil.

4ème Etape: Retourner le formulaire dûment rempli au bureau du Travail Social au sein de l'université une fois que votre stage est terminé.

ESPACE RESERVE A L'ETUDIANT

Nom & Prénom: \_\_\_\_\_ N° ID#: \_\_\_\_\_  
*En Majuscule*

Faculté: SBA  SHSS  SSE  Major: \_\_\_\_\_

Semestre/Année: \_\_\_\_\_ Date Début: \_\_\_/\_\_\_/\_\_\_ Date Fin: \_\_\_/\_\_\_/\_\_\_

Téléphone: \_\_\_\_\_ E-mail: \_\_\_\_\_

ESPACE RESERVE A L'ORGANISME D'ACCUEIL

Nom de l'ONG: \_\_\_\_\_

Nom du responsable de l'ONG: \_\_\_\_\_

Téléphone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Adresse: \_\_\_\_\_

\_\_\_\_\_ Ville: \_\_\_\_\_

Evaluation et Validation: (Espace réservé à l'Organisme d'accueil)

Evaluation de l'étudiant:

		Très Faible ضعيف جدا	Faible ضعيف	Moyen مقبول	Bien جيد	Excellent جيد جدا
Assiduité / Ponctualité	الحضور / احترام المواعيد					
Engagement	الالتزام					
Travail d'équipe et relations avec les autres	العمل داخل المجموعة					
Capacité d'apprendre	القدرة على التعلم					
Qualité du travail	جودة الأداء					

Validation des Heures de Travail:

Je soussigné (e) \_\_\_\_\_, \_\_\_\_\_, atteste par la  
*Nom & prénom en majuscules* *Fonction*

présente que l'étudiant \_\_\_\_\_ a effectué son stage social au sein de notre  
*Nom & prénom en majuscules*

association \_\_\_\_\_ et ce du \_\_\_/\_\_\_/\_\_\_ au \_\_\_/\_\_\_/\_\_\_ à raison de  
*Nom en majuscules*

\_\_\_\_\_ heures par jour et au total global de \_\_\_\_\_ heures effectuées durant tout le stage.

\_\_\_\_\_  
Cachet & Signature



## Al Akhawayn University Community Service Office Non-Profit Agency Evaluation Form

**Evaluating your experience with a community-based agency can help you evaluate your project and plan for the future.  
Other students and student groups will benefit from your evaluation as well.  
Please complete this form and return to the Community Service Office.**

Name of Student or Student Group: \_\_\_\_\_

Date(s) of Service Project: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Agency Contact: \_\_\_\_\_

**1-** Would you return to this NGO / Department again in the future?  YES  NO (explain)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2-** Would you recommend this service site to other students?  YES  NO (explain)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3-** Describe the tasks performed: (*Use back of sheet if needed*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4-** Positive aspects of working with this agency and the volunteer coordinator: (*Use back of sheet if needed*)

1- \_\_\_\_\_  
2- \_\_\_\_\_  
3- \_\_\_\_\_

**5-** Negative aspects of working with this agency and the volunteer coordinator: (*Use back of sheet if needed*)

1- \_\_\_\_\_  
2- \_\_\_\_\_  
3- \_\_\_\_\_

**6-** What advice or suggestions do you have for future students who work with this agency? (*Use back of sheet if needed*)

1- \_\_\_\_\_  
2- \_\_\_\_\_  
3- \_\_\_\_\_

### Community Service Office

Al Akhawayn University in Ifrane

Mail Address: P.O.Box: 104 – Hassan II Avenue – 53 000 – Ifrane – Morocco

Voice: (+212) 35.86.29.76 – Fax: (+212) 35.86.71.47

Web site: [www.aui.ma](http://www.aui.ma) – e-mail Address: [s.zekri@ui.ma](mailto:s.zekri@ui.ma)

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