

Service-Learning and Research Scheme : The Lingnan Model

Service to Learn • Learn to Service

2006



Service-Learning and Research Scheme
服務研習計劃

Table of Contents

Table of Contents	I
Foreword	VI
Acknowledgements	VIII
List of Tables	XII
List of Figures	XIV
Abbreviations	XV
Section 1: Background and Structure of the SLRS Manual	1
1.1 Introduction.....	1
1.2 Objectives of the SLRS Manual.....	3
1.3 Organization of the SLRS Manual.....	4
Section 2: General Framework of Service-Learning	5
2.1 History of Service-Learning.....	5
2.2 What is Service-Learning?.....	8
2.3 Service-Learning in Practice.....	9
2.4 Principles of Good Practice.....	10
2.5 What are the Service-Learning Programs?.....	11
2.6 Theoretical Base of Service-Learning Programs.....	13
2.7 Methods of Assessment of Service-Learning Programs.....	16
2.8 Outcome Indicators of Service-Learning Programs.....	19
Section 3: The Lingnan Model of Service-Learning: Overview of the Service-Learning and Research Scheme (SLRS)	23
3.1 Executive Summary of the SLRS Pilot.....	23
3.2 Mission and Vision of Lingnan University.....	27
3.3 Objectives of the SLRS.....	28
3.4 General Description of the SLRS.....	29
3.5 Structure of the SLRS.....	30
3.6 Initial Modes of the SLRS: A Foundation for Future Development.....	51
Section 4: Roles and Responsibilities of the Collaborate Parties of the SLRS	55
4.1 The Key SLRS Stakeholders.....	55
4.2 Role and Responsibilities of the Program Coordinators.....	56
4.2.1 General Description of the Program Coordinators.....	56
4.2.2 Role of the Program Coordinators.....	56
4.2.3 Assessment by the Program Coordinators.....	58
4.3 Role and Responsibilities of the Social Service Agency Supervisors.....	59
4.3.1 General Description of the Social Service Agency Supervisors.....	59
4.3.2 Role of the Social Service Agency Supervisors.....	59
4.3.3 Assessment by the Social Service Agency Supervisors.....	60
4.4 Role and Responsibilities of the Course Instructors.....	62
4.4.1 General Description of the Course Instructors.....	62
4.4.2 Role of the Course Instructors.....	62
4.4.3 Learning Agreement.....	63

4.4.4 Assignments and Assessments of Students.....	63
4.4.5 Grading System.....	63
4.4.6 Appeal Mechanism.....	64
4.4.7 Assessment by the Course Instructors.....	65
4.5 Role and Responsibilities of the Students.....	66
4.5.1 General Description of the Students.....	66
4.5.2 Role of the Students.....	66
4.5.3 Pre-Practicum Stage.....	66
4.5.4 Service-Learning Agreement.....	68
4.5.5 Implementation of Community Service.....	68
4.6 Assessment of the Students.....	70
Section 5: Implementation Procedures of the SLRS	72
5.1 Introduction.....	72
5.1.1 Audience.....	72
5.1.2 Equipping Yourself with a Liberal Arts Philosophy.....	72
5.1.3 What do you need to do in SLRS?.....	73
5.1.4 Program Design.....	74
5.1.5 Organizational Structure.....	75
5.2 Implementation Process.....	77
5.2.1 Preparation Stage.....	78
5.2.2 Practicum Stage.....	79
5.2.3 Assessment Evaluation Stage.....	81
5.2.4 Outcome Evaluation Stage.....	84
5.3 Quality Assurance... ..	87
5.4 Contingency Plan.....	87
Section 6: Evaluation of the SLRS	88
6.1 General Description of the Evaluation Framework.....	88
6.1.1 Background.....	88
6.1.2 Evaluation of the Partially Integrated Course Mode (Mode 2).....	88
6.1.3 Evaluation of the Fully Integrated Course Mode (Mode 3).....	90
6.2 Evaluation Methodology.....	94
6.2.1 Evaluation Design.....	94
6.2.2 Methods.....	94
6.2.3 Validity	95
6.2.4 Reliability	95
6.2.5 Questionnaire Design.....	96
6.2.6 Data Collection and Processing.....	96
6.2.7 Methods of Data Analysis.....	96
6.3 Construction of the Instruments.....	97
6.3.1 Validation Procedure.....	97
6.3.2 Panel Reviews.....	101
6.4 Validation of Instruments for Measuring Students' Performance.....	102
6.4.1 Characteristics of the Initial instruments for the SLRS.....	102

6.4.2 Refined Instruments for the SLRS.....	104
6.4.3 Characteristics of the Refined Instruments in SLRS-Mode 2 and 3 (Students).....	104
6.4.4 Characteristics of the Refined Instruments in SLRS-Mode 2 and 3 (Social Service Agency Supervisors).....	106
6.4.5 Characteristics of the Refined Instruments in SLRS-Mode 2 and 3 (Course Instructors).....	107
6.4.6 Characteristics of the Refined Instruments in SLRS-Mode 2 and 3 (Program Coordinators).....	108
6.4.7 Internal Consistency Reliability Testing of the Instruments.....	108
6.4.8 Concurrent Validity: Correlations between Outcome Indicators and Learning Impact.....	109
6.4.9 Concurrent Validity: Correlations between Outcome indicators and Overall Satisfaction.....	110
6.5 Findings based on the Evaluation.....	111
Part I: Evaluation of SLRS (First Semester).....	111
6.5.1 Students' Evaluation.....	111
6.5.2 Social Service Agency Supervisors' Evaluation.....	114
6.5.3 Course Instructors' Evaluation.....	115
6.5.4 Program Coordinators' Evaluation.....	116
Part II: Evaluation of SLRS (Second Semester).....	118
6.5.5 Students' Evaluation.....	118
6.5.6 Social Service Agency Supervisors' Evaluation.....	121
6.5.7 Course Instructors' Evaluation.....	124
6.5.8 Program Coordinators' Evaluation.....	124
Part III: Comparison of Evaluation Results from Students, Social Service Agency Supervisors and Course Instructors.....	126
6.5.9 Subject-Related Knowledge.....	126
6.5.10 Communication Skills.....	126
6.5.11 Organizational Skills.....	127
6.5.12 Social Competence.....	128
6.5.13 Problem-Solving Skills.....	128
6.5.14 Research Skills.....	129
Part IV: Comparison of Evaluation Results from the Program Coordinators between the First and Second Semesters.....	130
6.5.15 Preparation.....	130
6.5.16 Implementation.....	130
6.5.17 Student Learning Efficacy.....	130
6.5.18 Quality Assurance on Students' Learning.....	130
6.5.19 Community Impact.....	130
6.6 Discussion and Conclusion.....	131
6.6.1 Discussion.....	131
6.6.2 Students' Learning Efficacy.....	131

6.6.3 Academic Teaching.....	134
6.6.4 Social Service Agency Services.....	135
6.6.5 Community Impact.....	135
6.6.6 Summary and Results.....	138
6.6.7 Structure of the Instruments.....	138
6.6.8 Outcome Performance of Students.....	139
6.6.9 Application of the Evaluation Model to SLRS in Hong Kong.....	141
Section 7: Into the Future: Incorporating many Models and Developing a Theory for SLRS	143
Section 8: Useful references for SLRS	145
Appendices 1 – 17 (Notes, forms and guidelines for Part I to Part VI)	
Appendix 1: Program contents of the SLRS.....	147
Appendix 2: Forms of service practicum.....	151
Appendix 3: Training schedule of the SLRS.....	152
Appendix 4: Brief course outline of SOC203 Social Gerontology.....	153
Appendix 5: Brief course outline of SOC330 Crime and Delinquency.....	157
Appendix 6: Brief course outline of SOC327 Social Welfare and Social Problems in Hong Kong.....	160
Appendix 7: Brief course outline of SOC333 Health, Illness and Behavior.....	163
Appendix 8: Enrolment form (For Students).....	167
Appendix 9: Students' attendance record (For Social Service Agency Supervisors).....	169
Appendix 10: Privacy and personal data protection (Guidelines for Course Instructors & Students).....	170
Appendix 11: Participant privacy consent form (English version).....	173
Appendix 12: Participant privacy consent form (Chinese version).....	176
Appendix 13: Guidelines on areas of students' intervention skills to be developed in different work contexts (For Course Instructors).....	178
Appendix 14: A list of Social Service Agency who participated in the SLRS (2004-2006).....	180
Appendix 15: Service-Learning agreement (For Course Instructors, Social Service Agency Supervisors and Students).....	182
Appendix 16: Major tasks of service practicum (For Students).....	184
Appendix 17: Absence notification form (Guidelines for Course Instructors & Students).....	185
Appendices 18-29 (Forms for evaluation of the SLRS in Mode 2 & 3)	
Appendix 18: Log sheet (for students in Mode 2 & 3).....	186
Appendix 19: Pre-test questionnaire (For Students in Mode 2 & 3).....	187
Appendix 20: Post-test questionnaire (For Students in Mode 2 & 3).....	189
Appendix 21: In-depth interview guidelines (For Social Service Agency Supervisors in Mode 2 & 3).....	192
Appendix 22: Mid-term / final evaluation form (for Social Service Agency Supervisors in Mode 2 & 3).....	193