APPLICATION FORM:
NMMU ENGAGEMENT EXCELLENCE AWARDS

(CONSULT THE NMMU ENGAGEMENT EXCELLENCE AWARDS POLICY AND READ THE APPLICATION
FORM BEFORE COMPLETING THE TEMPLATE IN ORDER AVOID A DUPLICATION OF INFORMATION.)
COMPLETE THIS FORM IN TYPESCRIPT.PROVIDE ONLY THE INFORMATION REQUESTED.

SECTION A: Application category	
• Indicate with an **X** in the appropriate box the award you are applying for. • Your application will only be considered for the award you have applied for	☐ **Engagement Excellence Award – Science, Technology and Engineering** ☐ **Engagement Excellence Award – Social Sciences and Humanities** **X Engagement Excellence Team Award** ☐ **Engagement Excellence Project Award – Science, Technology and Engineering** ☐ **Engagement Excellence Project Award – Social Sciences and Humanities** ☐ **Emerging Engagement Excellence Awards** *(note that Professors and Associate Professors are not eligible for this category)*
Surname of Applicant/Team Leader	Elliott
First Name	Kim
Initials	K
Title	Ms
Telephone numbers	041 504 3470
E-mail address	kelliott@nmmu.ac.za
Employment position held at NMMU	Senior Manager Leadership Training and Development
Faculty	Student Affairs
Department	Student Governance and Development
Division	Leadership Training and Development
Immediate line-manager	Ms Deidre Potgieter

Eligibility: Are you permanently employed and/or on a long term (3 years or more) fixed contract? *(indicate with an X)*	**Permanent** x	**Fixed term contract**

If this is an application for one of the <u>Engagement Excellence Project Awards</u>, provide a brief title and description of the project (250 words maximum)	<u>Title:</u> <u>Description:</u>
If this is an application for either the <u>Excellence Awards or the Emerging Award</u>, provide a brief description of your engagement activities and initiatives (250 words maximum)	<u>Description:</u>

If this is an application for the **Engagement Excellence Team Award**, provide • **the names of all staff members and students participating** • **the nature of their involvement** • **a brief description of the team's engagement initiatives and activities** (250 words maximum)	**Staff:** 1. Kim Elliott - Team Leader 2. Simon Goldstone – Moodle site developer 3. Tracy Beck - Team Leader for Accounting Mentors students 4. Ronelle Plaatjies - Facilitator for training of Mentors **Students:** 1. Andile Keke – student volunteer to assist with training for students on moodle 2. Austin Johnson – International Intern from St Cloud State **Description:** One way for universities to positively affect students' development is through encouraging volunteer service. Research indicates that students who participate in volunteer activities have enhanced feelings of self-worth and personal values, an increased engagement in the classroom experience and adhere a greater meaning to their university experience (Astin et al 2000). Working from the principle of the name of the institution "Nelson Mandela" and expanding on 67 minutes held annually across the country, students are encouraged to accomplish 67 hours of volunteer service, within two years. Using Moodle and the uniquely designed 67 Hours site, students are required to record and track their volunteer hours and reflect on their experiences, before submitting for approval on their Co-Curricular Record. The aim is to enrich student learning by preparing them to be active global citizens and engage them in volunteer service activities that enhance the quality of life for others and themselves.
Are your Engagement activities/projects/initiatives registered on the Engagement Management Information System (E-MIS) on SharePoint? If not, please ensure that they are before you submit this application. Applications that are not registered and updated on the E-MIS will not be considered for Awards. The most recent date on E-MIS for each project update (achieved when 'submit' is clicked) must be in 2015. Provide the exact titles (as featured on the E-MIS) for all of the Engagement activities/ projects/ initiatives with which you are involved. Visit http://caec.nmmu.ac.za/Engagement-Information-and-Development/Engagement-Management-Information-System	**Titles:** 1. 67 Hours

SECTION B: Engagement categories
• *You are required to describe and report in detail on a minimum of <u>two engagement categories</u> (these are 1, 2, 3 and 4 below) in order to be considered for an award.*

Report on your:

1. Engagement through Community Interaction, Service and Outreach:

<u>Background:</u>

One of the NMMU's co-curricular flagship programmes is the Beyond the Classroom Leadership programme (BtC) which focuses on self-development and includes students being required to do 20 hours of volunteer service. BtC is however, only a year programme and to encourage students to continue with volunteer service, the concept of 67 Hours was designed.

The objective of the 67 Hour programme is to :
- provide student volunteers to assist NMMU staff within their departments/faculties/units
- service communities in need
- provide student volunteers with practical learning experiences, training, and contacts to benefit their future
- enhance the image of the NMMU within the communities where the students volunteer
- grow engaged and responsible citizens for the future

Volunteer service is:
- Any unpaid assistance that is NOT required for academic credit
- Any unpaid assistance/project done with the idea of helping/supporting others

67 Hours began in 2013 where students were required to submit a hardcopy portfolio which contained a log sheet, reflections and signed proof of evidence of (a minimum) of 67 hours completed from the relevant beneficiaries. In 2015 The decision was made to pilot an online system using Moodle for 2015.

Students who participate in the 67 Hours programme are required to sign up via the 67 Hours Moodle site. They follow the process as outlined on the Moodle site. This involves recording and tracking their volunteer hours, completing an online reflective journal, and uploading forms indicating hours of service signed off by beneficiaries, before submitting for approval on their Co-Curricular Record.

Students can be part of a structured volunteer programme or students can source their own sites. They can do all 67 hours of volunteer service at one beneficiary or they can assist at any number of sites. They are able to choose and/or find their own area of service, and are regularly emailed any opportunities as the requests are received from beneficiaries. Students can complete their hours over a period of two years.
One staff member on the team acts as a contact point for a number of external and internal beneficiaries who require volunteers and informs students of possible opportunities.
An example of some beneficiaries indicated by students are: The NMMU, E.P Child & Youth Care Centre, a primary school in Walmer township, Ironman, Shukumisa Rape Crisis Centre, Isithembiso a place of safety for children. Areas range from North End, Motherwell, and Dora Nginza Hospital, to Walmer, KwaZakhele township, to rural schools and clinics.

Report on your:

2. Engagement through Teaching and Learning:

Due to our multi-campus environment, staff limitations and transport challenges it was decided to investigate how technology and blended learning could be used to enhance student learning and encourage volunteer service across all campuses. After consultation and research is was decided to create a unique 67 Hours site using Moodle. With limited knowledge of Moodle, we approached Simon Goldstone from CTLM for assistance. After a number of meetings and the support of Austin Johnson, an international student from St Cloud State, USA who

was completing his 6 month internship at Student Governance and Development (SGD), the 67 Hours site was initially designed and piloted with BtC graduates only. Testing of the newly designed 67 Hours Moodle site was done with 8 students on 3 March. After feedback and recommendations from students, minimal changes were made and the final pilot product showcased on the 11 March. 23 students attended training and signed up to pilot the programme on-line.

The process for students is as follows:
- Students self-enrol to the 67 Hours moodle site under Collaborative Spaces
- Students follow the steps as indicated in the site (See portfolio page 13: Example of the Moodle site)
- Students are required to complete certain steps before they have access to all activities
- Students must submit a reflective journal
- Students reflective journal is assessed
- Students submit request for 67 Hours to be approved on their CCR

As students work through the site and in order to motivate them on their journey, Simon Goldstone designed specific milestones in the process. When a student reaches 20 hours and has uploaded the relevant documentation, then they are able to claim a badge on the site. Online badges are awarded for 20, 40, 60 and 67 hours, with the final badge being the Ubuntu badge.

Tracy Beck from the Department of Applied Accounting started planning a mentorship programme in 2014. At the beginning of the year, 3rd year and BTech students were requested to join the mentorship programme. The expectation was that only 10-15 students would take part but interest was high, and 35 senior students signed up. 4 workshops were organised with CTLM (Ronelle Plaatjies) where she trained students on mentorship. Weekly meetings were held on Tuesdays to discuss any problems, stories and share experiences. Senior students motivated, encouraged and assisted first year students with their studies. The motto students adopted is "Sipusha Ipassion", translated as "Push the Passion". Several studies support the value of mentoring programmes in universities (Carter, 2000; Fowler & Muckert, 2004; Webb, 1999). These students received no official recognition for their volunteer service.

Tracy Beck then requested a meeting with SGD, and after a show and tell session, requested that the students who mentor in her faculty be part of the pilot process, which would enable her students to receive official recognition for their service. Simon Goldstone replicated the 67 Hours moodle site for Tracy Beck and her 25 students, and she was responsible for overseeing her students' on-line activities and journals. The Department of Applied Accounting is the first department to participate in this project. Many of the students not only tutor but also volunteer at schools, churches and feeding initiatives in order to make up their 67 Hours. By making use of the site, the students are able to record their involvement and receive recognition via the Co-Curricular Record. It has been a valuable partnership and has enhanced the learning and design of the site.

Realising that, as the students began to use the site, more support would be required, a call was made to BtC students to volunteer to assist. Andile Keke, a 2nd Year IT student volunteered and assisted with any Moodle concerns the students had with the 67 Hours site. He was allocated an office in the SGD building and he worked on an appointment basis with the students. He regularly met with both Simon and Tracy to check if there were any issues, as well as meeting students face to face and dealing with email queries with regards to the moodle site. He attended group meetings with both the students in the Department of Applied Accounting, and students who were completing the volunteer service through Student Governance and Development.

Throughout the year a number of face to face meetings were held with students to discuss the ease of use of the site and any other considerations the students had identified. At the end of 2015 a list of recommendations were compiled and a meeting was held with Simon Goldstone to implement the suggested recommendations. Valuable input was gained from the pilot programme and it has assisted us in providing a better product for the

students in 2016. It is clear that many students are challenged when it comes to using the Moodle site and it is evident that training needs to be included as part of the programme.

For 2016, with the new changes in place, we have expanded 67 Hours to include Andrew Marriot and his students from the Department of Marketing Management. The intention for 2017, once the new changes have been seen to be successful and meaningful to the students, is for 67 Hours to be available to any faculty member who wishes to use it to encourage volunteer service within their faculty/department/school.

As part of the 10 Year Celebrations an entry for the NMMU 10 lines-10 years Engagement competition was submitted and the 67 Hours project received special mention from the evaluators and were awarded R5 000. (See portfolio page 36)

Report on your:

3. Engagement through Profession/Discipline-Based Service Provision:
One team member serves as a member of the Business Woman's Community Outreach Task Team
   • Annually 15 NMMU students attend the Grade 12 BWA Workshop. This event hosts 100 learners (10 learners from 10 different schools) across the Nelson Mandela Metro and gives them the opportunity to listen to and interact with influential speakers across a variety of topics. One NMMU student is selected to present and the other 14 students host a table of 10 learners for the day.
 	
One team member serves as a contact point for internal and external organisations in need of volunteers
   • Eg: ZSports, Unako, Unity in Africa, Vodacom, Health Unit, Disability Unit.(See portfolio page 28 -30)
 	
One team member serves as a member of the NMMU Engagement Committee

Report on your:

4. Engagement through Research and Scholarship:
   • Kim Elliott (SGD), Andile Keke (3rd Year IT student) and Simon Goldstone (CTLM) presented at the Faculty of Business and Economic Science Teaching and Learning Colloquium on Friday 29 January 2016: 67 Hours PROGRAMME (See portfolio page 33).
   • Ronelle Plaatjes and, Ms Grace Bentel (a mentor), presented at the Faculty of Business and Economic Science Teaching and Learning Colloquium on Friday 29 January 2016 : REFLECTION THOUGHTS AROUND MENTORING AS A SOCIAL LEARNING SYSTEM.
   • Ms Tracy Beck and Ms Ronelle Plaatjes attended and presented the SI Conference at the NMMU: Paper on REFLECTION THOUGHTS OF AN APPLIED ACCOUNTING ACADEMIC AROUND MENTORING AS A SOCIAL LEARNING SYSTEM.
 	
   • Approval was received from Research Ethics Committee Human (RECH), to use 25 questions from the original protocol [H14-HED-TLM-005] Student Life Experience Survey, as part of the reflection process for students who wished to complete the 67 hours volunteer programme. (Pre and Post test). (See portfolio page 20 - 24).

SECTION C: Descriptions	
1. Describe the impact your Engagement activities have made on stakeholders/beneficiaries/communities and provide details on how these activities are acknowledged/recognized by:	
1.1. External communities/stakeholders/beneficiaries: (not staff and students of NMMU)	Numerous beneficiaries have benefited from student volunteerism. Ranging from schools, clinics, to impact days, clean ups, helping at sports events. The impact

	depends entirely on the different sites and the activity carried out.
	One of our beneficiaries had this to say about the assistance at the centre, "There is a clear benefit in terms of the fact that we have a small team rendering educational services to the children and many of the children often have tremendous backlogs when they come in or are not operating on the level where they should be. Having this dedicated time to focus on learning areas impacts positively and I have furthermore seen positive relationships built between volunteers and children."
	Another beneficiary said that the volunteers motivate the learners for a better future, "The young students that volunteer are full of energy and enthusiasm for the work. This is a great motivator for my youth. It also allows them to see possibilities for their own future and helps them to set their own goals."
	One company has been impressed with the student volunteers with whom they worked in 2015 and have (February 2016) appointed 40 students to be student volunteer ambassadors for their company.
	Some students specifically choose a volunteer opportunity which links to their field of study. Eg: Andile Keke the student who volunteers his time to assist with the 67 Hours, is an IT student. He is able to put into practice the necessary soft skills he will require in his work experience, yet at the same time expand on his IT knowledge.

1.2.	Internal communities/stakeholders/beneficiaries: (staff and students of NMMU)	Numerous departments and faculties began to reap the benefits of student volunteer service. The disability unit had students volunteer as scribes, the Health clinic had students volunteer to help with their events, ranging from manning information booths to helping pack food parcels. The sport department had student volunteers help with fun runs on campus. Departments had students help at the Open Day stalls and assisting within the faculty. The Department of Marketing and Corporate relations had students volunteer at marketing events. With students becoming more involved on campus, students become to have a sense of belonging, and connectedness. They are able to create professional relationships with staff members, and feel more comfortable asking questions in class. Students begin to live the true value of Ubuntu, and put into practise many of the skills they are taught in the classroom environment. Thereby, preparing themselves for the world of work. Student feedback: (Female, 2nd Year PR student): Shared her feelings on her learning through volunteer service (included here with permission) • Social awareness and responsible citizenship It takes a simple thing to become a responsible and socially aware citizen, By taking a few moments of your free time you can make an impact on someone's life whether it is something simple like giving a homeless person a sandwich and helping out at an event or donating blood. • Adapt to change, ambiguity and different views By doing work that involves working with people, it is evident how you will need to change your approach with how you deal with people because everyone is different • Knowledge in your field of study Community involvement is a core value of many big firms and therefore by living a lifestyle in which you are involved, it helps you not only in your personal but also your working life.

2.	Describe how your Engagement activities contribute towards faculty/department/entity engagement goals and objectives. *(Refer to your Department/Faculty/Entity's strategic plan here)*

As we are a multi-disciplinary team we link our work to that of Vision 20/20,in particular to the NMMU's strategic Priority 4 which states:

"To position NMMU as an engaged institution that contributes to a sustainable future through critical scholarship"

3.	Describe how your Engagement activities contribute towards the achievement of the NMMU Vision 2020 Engagement Strategic Goals and Objectives. *(Refer to the attached NMMU Engagement Strategic Goals and Objectives)*

NMMU's definition of Engagement is as follows:

"Engagement is a reciprocal process of mutual sharing of knowledge, skills and resources between the NMMU and the broader community to enrich scholarship, research; enhance teaching and learning and creative activity; strengthen democratic values and civic responsibility; contribute to public good and transformation and to enhance social, economic and ecological sustainability"

By encouraging students to complete 67 Hours of volunteer service we are contributing to the public good and teaching civic responsibility.

4.	**Describe how your Engagement activities contribute towards:** *(Refer to any relevant media coverage, representation on boards or committees, scholarly publications, conference presentations etc.)*
4.1.	**Addressing the needs of society and various external communities served by NMMU:**
4.2.	Students develop into well rounded citizens who care about others
4.3.	Students learn to identify societies in need and become more aware of their surroundings
4.4.	Communities in need benefit
4.5.	Individuals/communities are positively impacted through student interaction
4.6.	Students put into practice skills learnt in the classroom, preparing them for the world of work
4.7.	**Profiling and promoting the NMMU as an engaged university:**
4.8.	Social Media
4.9.	Facebook
5.	**Describe how you have successfully <u>integrated</u> engagement into the Teaching and Learning and Research functions of the university.** *(Refer to sections 5.1, 5.2 and 5.3 of the Engagement Excellence Awards Policy as a guideline)*

Through co-curricular activities students are able to put into practice many of the skills taught in the classroom. By encouraging students to take up volunteer opportunities, students are exposed to the community, commit to take responsibility for themselves and others and actively contribute to their own development. Students have to critically reflect on their involvement and are required to complete a reflective journal. (See portfolio page 30- 32)

6.	**Provide details of scholarly outputs/contributions made to a body of knowledge as a result of your engagement activities.** *(Refer to publications, new teaching programmes, technical reports, conference proceedings, etc.)*

- Kim Elliott (SGD), Andile Keke (3rd Year IT student) and Simon Goldstone (CTLM) presented at the Faculty of Business and Economic Science Teaching and Learning Colloquium on Friday 29 January 2016: 67 HOURS PROGRAMME
- Ronelle Plaatjes and, Ms Grace Bentel (a mentor), presentation at the Faculty of Business and Economic Science Teaching and Learning Colloquium on Friday 29 January 2016: REFLECTION THOUGHTS AROUND MENTORING AS A SOCIAL LEARNING SYSTEM
- Ms Tracy Beck and Ms Ronelle Plaatjes presented at the SI Conference at the NMMU: Paper on REFLECTION THOUGHTS OF AN APPLIED ACCOUNTING ACADEMIC AROUND MENTORING AS A SOCIAL LEARNING SYSTEM.

7.	Describe the important role performed by you or the team in:

The leadership and management of the engagement activities and initiatives:

This engagement team is unique by means of its multi-disciplinary character. Team members come from different departments, and consist of Pass, Academic staff and students. It would not be possible for any one individual to have created the online 67 Hours programme without the support of the other staff/student.   Using the strengths identified in each individual has allowed this team to create a programme which will, in years to come, produce extensive benefits to staff, students and communities alike.

Kim Elliott: Pass (SGD)
- conceptualized, implemented, drives and facilitates the 67 Hours programme for all students,

Simon Goldstone: Pass (CTLM)
- designed, maintains, updates and supports students and staff with the moodle site,

Tracy Beck: Academic (School of Applied Accounting)
- facilitates, implemented, drives the 67 Hours programme in the School of Applied Accounting,

Ronelle Plaatjies: Pass (CTLM)
- trains the mentors used by the Department of Applied Accounting,

Austin Johnson: Pass International Intern 6 months (SGD) and

Andile Keke : 2nd Year IT student
- supports staff and students with any moodle requests and one on one meetings.

7.1.	The level and extent of partnerships/collaborations/networks/linkages formed internally and externally:

a. **Internally** *(inter-departmental, inter-faculty and interdisciplinary):*	• Academic Departments • Health Clinic • Sport Department • Disability Unit • Department of Marketing and Corporate Affairs • Faculty Staff • Students • Student Societies • Residences
b. **Externally** *(at local, national and international level):*	• Community at large, depending on where the students do their voluntary service • eg: schools, clinics, old age homes, creches, ECD centres, churches, hospitals, NPO's, Cheshire Homes, Unako Reading centre, Zsports, Vodacom, Unity in Africa.

SECTION D: Signature			
Applicant Signature	*Elliott*	Date	04/04/2016

SECTION E: FOR OFFICE USE
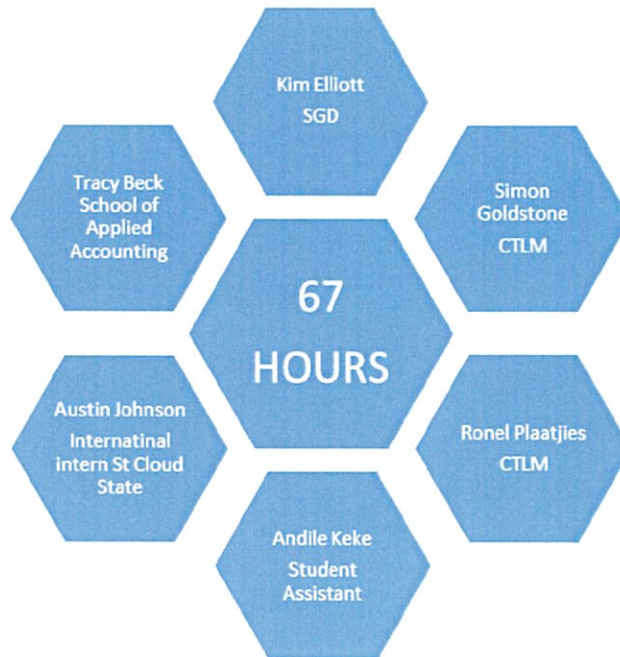*(Administered by the Centre for Academic Engagement and Collaboration and the NMMU Engagement Committee)*

Resolution regarding application from Awards Committee:	
Feedback to applicant:	

SECTION F: Portfolio of Evidence
List of supporting documents submitted along with this application as addendums:

Please ensure that the documentary evidence below is clearly cross-referenced with the relevant section and number in the application template, for example Section B1 or Section C4.

Addendum 1: Moodle site: 67 Hours

Submission for: Engagement Excellence Team Award

Contact person:
K.Elliott
Department of Student Governance and Development
on behalf of the 67 Hours Team

67 Hours

ubuntu

The Philosophy

To design a co-curricular activity to enhance student learning, encourage critical thinking and help students develop as confident, contributing citizens and leaders. To encourage students to sustain intellectual curiosity and to improve personal performance through self-reflection and the pursuit of lifelong learning.

The Objective

The objective of the 67 Hour programme is to:

- provide student volunteers to assist NMMU staff within their departments/faculties/units
- service communities in need
- provide student volunteers with practical learning experiences, training, and contacts to benefit their future
- enhance the image of the NMMU within the communities where the students volunteer
- grow engaged and responsible citizens for the future

The Team

Team members come from different departments, and consist of Pass, Academic staff and students.

Kim Elliott: Department of Student Governance and Development

Simon Goldstone: Centre for Teaching Learning and Media

Tracy Beck: School of Applied Accounting

Ronelle Plaatjies: Centre for Teaching Learning and Media

Austin Johnson: International Student Intern from St Cloud State USA (6 months)

Andile Keke: Student Volunteer for 67 Hours Moodle site

Example of the Moodle Site

The 67 Hours site is housed under Collaborative Spaces.

Learn *How to ...*	**HEADS** *Accessing tomorrow*	**HR** *Shaping tomorrow*	**Faculty of Arts** *Creating tomorrow*
Faculty of Business & Economic Sciences *Managing tomorrow*	**Faculty of Education** *Guiding tomorrow*	**Faculty of Engineering, the Built Environment and Information Technology** *Technology for tomorrow*	**Faculty of Health Sciences** *Caring for tomorrow*
Faculty of Law *Defining tomorrow*	**Faculty of Science** *Discovering tomorrow*	**George Campus** *Growing tomorrow*	**Library and Information Services** *Information for tomorrow*
Collaborative Spaces *Connecting us*			

Module categories:

Collaborative Spaces   ☑

Search modules

Go

▼ *Collapse all*

▹ **67 Hours**

▹ **CIPSET**

▹ **Clubs, groups and social organisations**

▹ **Collaborative Research**

▹ **Community Engagement**

▹ **Dietetics Division**

▹ **Education and Mechanical Engineering**

▹ **GM Foundation**

67 Hours project 2016 [T Beck]

Lecturer: Tracy Beck
Lecturer: Kim-Marie Elliott
Lecturer: Simon Goldstone

Student Governance and Development: 67 Hours project 2016

Lecturer: Kim-Marie Elliott
Lecturer: Simon Goldstone
Lecturer: Andile Keke

Working from the principle of the name of the institution "Nelson Mandela" and expanding on 67 minutes held annually across the country, students are encouraged to accomplish 67 hours of volunteer service. Sign up and begin your volunteer journey.

67 HOURS

Ubuntu

We are a people-centred university

We respect the dignity of others

We recognise our mutual interdependence

We promote compassionate and responsible citizenship

The purpose of the 67 Hours Program is to encourage students to volunteer their time, talents and skills to assist communities/individuals in need.

News forum

How will 67 Hours work?

What is a volunteer?

Step 1) Introduction to 67 Hours

Before you can continue you will need to accept both the programme requirements and the code of conduct.

⚙

＋ ✓ Programme requirements ✎   Edit▾ 👤 ☑

＋   ✓ Code of conduct ✎   Edit▾ 👤 ☑

＋ Add an activity or resource

Step 2) Getting to Know You...

In this section we can get to know you a bit better so please complete the short questionnaire, cheers 😎👍

⚙

Not available unless:

- The activity **Programme requirements** is marked complete
- The activity **Code of conduct** is marked complete

＋ 🟩 Getting to know the team ✎   Edit▾ 👤 ☑

＋   ✓ Biographical information ✎   Edit▾ 👤 ☑

＋   ✓ What do you think you may learn? ✎   Edit▾ 👤 ☑

＋ Add an activity or resource

Step 3) Templates

Complete Step 1 and Step 2 to gain access to the resources here in Step 3.

- The first template found below in this step is what you need to print and take to the organization you wish to volunteer at.
- Once it has been completed and signed, scan it and submit the completed and scanned document directly below the template.
- Thereafter, use the Log Sheet template (Excel document) to record your hours as you work, remembering to submit for each of the "milestones" you chieve , as you meet them in the STEP 6 (found further down the page)

⚙

Not available unless:

- The activity **Biographical information** is marked complete
- The activity **What do you think you may learn?** is marked complete

＋ ʷ 67 hours letter for students ✎   Edit▾ ☑

＋ 📕 Template 01: 67 Hours Sign off hours ✎   Edit▾ ☑

＋   Submit: Completed and scanned 67 Hours Sign Off Forms ✎   Edit▾ 👤 ☑

＋ 📊 Template 02: NMMU 67 HOURS LOG SHEET ✎   Edit▾ ☑

＋ 🗏 sample: 67 Hours Reflective Journal ✎   Edit▾ ☑

＋ Add an activity or resource

Step 4) Share Your Experience

Tell us about each of your volunteer sites.

Please provide a brief explanation of what you have been/will be doing at your volunteer site. Also, what is the organization/volunteer site, where is it located (Summerstrand, Central, Johannesburg, etc.), who attends to receive/benefit from the services, and/or what is the organization's hopes for the community?

Public Photo Gallery: View/Submit photos to share with the group

Step 5) Connect Through Social Media

Lets Chat

Unity in Africa Facebook page

BtC Facebook page

Step 6) Get your badges here

Milestone handin: 20 hours   Edit ▾

Once you have 20 hours logged, please upload a copy of your log sheet here.

Claim your 20 hour badge!   Edit ▾

Milestone handin: 40 hours   Edit ▾

Once you have 40 hours logged, please submit a copy of your log sheet here.

Not available unless: The activity **Milestone handin: 20 hours** is marked complete

Claim your 40 hour badge!   Edit ▾

Not available unless: The activity **Milestone handin: 40 hours** is marked complete

Milestone handin: 60 hours   Edit ▾

Not available unless: The activity **Milestone handin: 40 hours** is marked complete

Step 7) Reflective Journal

Milestone handin: 67 hours   Edit▾

Congratulations! You've done it! Have you completed your journal? Once you have 67 hours logged and reflected upon your experiences, please upload a copy of your log sheet here

Not available unless: The activity **Milestone handin: 60 hours** is marked complete

What have you learned from your volunteer experiences?   Edit▾

Not available unless: The activity **Milestone handin: 67 hours** is marked complete

67 Hours Reflective Journal   Edit▾

Not available unless: The activity **Milestone handin: 67 hours** is marked complete
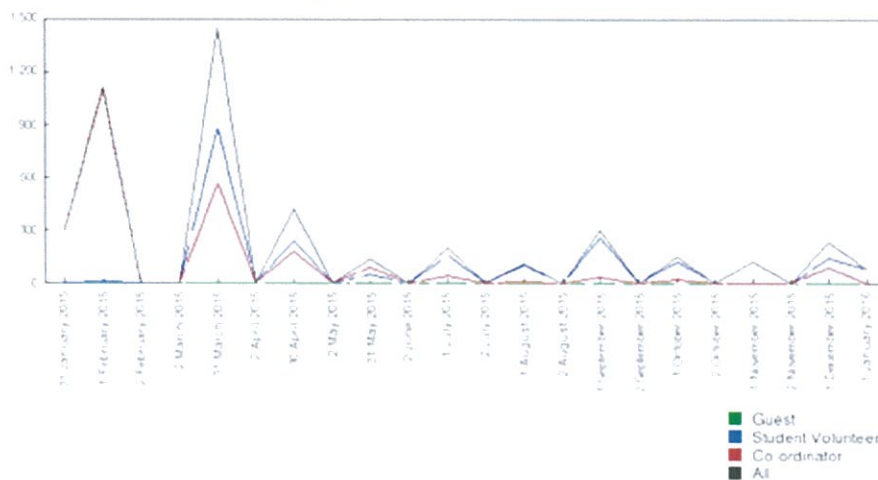
Final submission: 67 Hours Reflective Journal   Edit▾

Not available unless: The activity **Milestone handin: 67 hours** is marked complete

Co-Curricular Record for the 67 Hours Programme   Edit▾

Completing the 67 Hours Programme is a great accomplishment and can be displayed on your Co-Curricular Record. You will be informed via email when the window to request approval is open.

Not available unless: The activity **Final submission: 67 Hours Reflective Journal** is marked complete

Graph depicting activity on the 67 Hours moodle site for 2015

67Hours - All activity (all roles)

Legend:
- Guest
- Student Volunteer
- Co-ordinator
- All

Examples from the Moodle site

Students earn on-line badges at the 20.40,60 and 67 hour mark. They are required to complete their log sheet and upload their beneficiary letters of proof of hours.

Badge details

Name	20 hour badge
Description	20 hour badge
Created on	Tuesday, 3 March 2015, 10:26 AM
Image	

Issuer details

Issuer name	Learn@nmmu
Contact	noreply@nmmu.ac.za

Badge expiry

This badge does not have an expiry date.

Criteria

Users are awarded this badge when they complete the following requirement:
- ALL of the following activities are completed:
  - "Assignment - Milestone handin: 20 hours"
  - "Page - Claim your 20 hour badge!"

Recipients

This badge has been issued to 8 user(s).

Acceptance of Programme requirements and Code of Conduct

Students are required to accept the programme requirements and the code of conduct before access is given to the rest of the site.

View Default order   Ascending order   Descending order   Delete ALL Responses   Download in text format

View All Responses. **All participants**. View Default order ⑦ Responses: **28**

Acceptance of programme requirements

1   Do you acknowledge that you will not receive academic credit for your volunteer work?

Response	Average	Total
I acknowledge and accept the above terms.	100%	28

2   Do you acknowledge that you will not receive payment for your volunteer work?

Response	Average	Total
I acknowledge and accept the above terms.	100%	28

View All Responses. **All participants**. View Default order ⓘ Responses: **27**

Acceptance of Code of Conduct

1   As a volunteer, I will:

- be punctual and conscientious in fulfilling my duties.
- notify my co-ordinator at least 48 hours in advance if I am unable to meet my commitment and try to arrange another volunteer in my place.
- perform to the best of my ability any task that is given to me.
- consider all information which I may hear or learn through my duties as confidential.
- uphold the values and philosophy of the Nelson Mandela Metropolitan University.

Response	Average	Total
I understand and accept the responsibilities and commitment as outlined above.	100%	27

Biographical details

Biographical details of the student are captured.

5   What faculty are you in?

Response	Average	Total
Faculty of Arts	5%	1
Faculty of Business and Economic Sciences	47%	9
Faculty of Engineering, Built Environment & Information Technology	11%	2
Faculty of Health Sciences	16%	3
Faculty of Law	11%	2
Faculty of Science	11%	2
Total	100%	19/19

6   What year of study are you in?

Response	Average	Total
1st	5%	1

Pre-Post Test Questionnaire on Moodle site

Students are required to answer the questionnaire below, before starting their volunteer service. Upon completion of their 67 Hours and before requesting for approval on their CCR, students must complete the questionnaire again, reflecting on what competencies they think they have developed. Each question is linked to a specific learning outcome as mapped on the Co-Curricular Record.

Reflect on competencies **you think you may develop** as a result of participating in volunteer work.
Please rate your level of agreement with each of the following statements using the scales to the right of the statement. AS A RESULT OF PARTICIPATING IN VOLUNTEER ACTIVITIES OR EXPERIENCES, I THINK I MAY BE ABLE TO...

	Strongly Disagree (1)	Disagree (2)	Neutral (3)	Agree (4)	Strongly Agree (5)
respond to challenges, transitions, and new situations more openly	O	O	O	O	O
think creatively to generate new ideas and innovations	O	O	O	O	O
understand and appreciate human and cultural differences	O	O	O	O	O
seek involvement with people different than me and/or with different points of view	O	O	O	O	O
explore career fields and workplace options	O	O	O	O	O
seek to	O	O	O	O	O

negotiate and balance diverse views to reach a workable solution (16)					
effectively communicate with people through speaking, writing, and other means of communication (17)	O	O	O	O	O
listen attentively to others (18)	O	O	O	O	O
implement ways to manage stress effectively (22)	O	O	O	O	O
manage my time effectively (24)	O	O	O	O	O
plan and implement a task without direct oversight (25)	O	O	O	O	O
take responsibility for my actions (29)	O	O	O	O	O

use information from a variety of sources (including past experiences) to make decisions, form an opinion or argument, be creative and innovative (30)	O	O	O	O	O
identify and develop an	O	O	O	O	O

effective solution to a problem (32) effectively facilitate group discussions (34)	O	O	O	O	O
actively engage in my community to work for positive change (35)	O	O	O	O	O
develop mutually beneficial relationships with others (37)	O	O	O	O	O
increase my self-confidence (39)	O	O	O	O	O
identify and pursue individual goals (40)	O	O	O	O	O

identify obstacles to achieving goals and ways to overcome them (41)	○	○	○	○	○
identify personal strengths and growth areas (43)	○	○	○	○	○
understand how values and ethics affect decision making (45)	○	○	○	○	○
commit to personal morals and ethics (46)	○	○	○	○	○
experience greater career development opportunities (48)	○	○	○	○	○

Students respond using the scale below:

Reflect on competencies **you think you may develop** as a result of participating in volunteer work.

Please rate your level of agreement with each of the following statements using the scales below the statement. AS A RESULT OF PARTICIPATING IN VOLUNTEER WORK OR ACTIVITIES, I THINK I MAY BE ABLE TO...

1   respond to challenges, transitions, and new situations more openly

Average rank   ⇩

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

4.5

Responses	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Total
	0	0	2 (10%)	6 (30%)	**12** (60%)	**20**

2   think creatively to generate new ideas and innovations

Average rank   ⇩

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

4.4

Reflect on the organisation

Students are required to answer questions on the Moodle site about the organisation they are involved with and how does it hopes to contribute to the community. This encourages them to think critically and do self-reflection.

Nelson Mandela Metropolitan University	Student Governance and Development: 67 Hour...	Search modules
for tomorrow		
Port Elizabeth & George		

Home   Dashboard   Events   My Sites   This course

Collaborative Spaces   67 Hours   2015   67Hours   Share Your Experience   Tell us about each of your volunteer sites.   View All Responses   Summary

View Default order

Advanced settings   Questions   Preview   View All Responses   Non-respondents

Summary   List of responses

View Default order   Ascending order   Descending order   Delete ALL Responses   Download in text format

View All Responses. All participants. View Default order. Responses: 9

Tell us about your volunteer site

Complete this section again for each of your volunteer sites

Please share a brief description of your volunteer site. What is It?:

Calendar

◄   April 2016   ►

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29		

EVENTS KEY

○ Hide global events
○ Hide course events
○ Hide group events

Students have to critically think about their chosen organisations contribution to the community and reflect upon its role.

What does the organisation hope to contribute to the community?

Respondent   **Response**

It hopes to contribute to the plight against poverty and to reduce the unemployment rate running rampant in the South Africa youth. It also aims to keep kids off the street and from getting involved with criminal activity.

To improve learning skills on those children we are helping and to produce high achieving learners to the community.

1. I want everyone to be computer savvy and productive and be enthusiastic when using his/her computer since computer knowledge is so important in these technology days.

2. Jerusalem home based care want every individual to feel loved and have love so to reduce crime and save people's lives against the epidemics.

Provide psychological and legal support to victims and families of victims of sexual abuse, and those who are vulnerable to abuse. In addition, the organisation also seeks to prevent sexual abuse and domestic violence through conducting awareness programs.

It rehabilitates gang members, skills youth and the unemployed and has activities to keep youngsters away from gang related acivities.

"Our vision is to see those babies placed in families that will love them as their own, and to this end we work as hard as we can, speaking up for those who can't speak for themselves and defending their rights". - See more at: http://www.isithembiso.org/#sthash.iEPk8dul.dpuf

I've seen the difference this organisation makes in the lives of the children brought to the home. Not only do they nurture the children back to health when they are sick and feed and give them a loving home, they play a major part in their development, teaching the children to walk, talk, feed and dress themselves if they have not already received such a opportunity at home. They

Respondent   Response

teach the children social and interaction skills, and overall there is major developmental progress that can be observed in the children.

Internal and External Beneficiaries

NMMU	Students who volunteer	Community at large, depending on where the students do their voluntary service
Academic Departments	Students who are helped by volunteers	
Health Clinic	eg: tutors	eg: schools, clinics, old age homes, creches, ECD centres, churches, hospitals, NPO's
Sport Department	Student societies	
Disability Unit	Student Groups	
Department of Marketing and Corporate Affairs		
Faculty Staff		
Students		

Student Volunteer sign off form

Students are required to download and print a copy of the 67 Hours Student Volunteer form, which needs to be signed off by the relevant beneficiary.

67 HOURS
STUDENT VOLUNTEER FORM

I, ... (Name of person/co-ordinator of community project)

acknowledge that

Name of student: ....

Has assisted us with our community project, in the following way :

_____

_____

He/She committed _____ number of hours to the project.

Date: ....

Signature: ....

Other comments:

....

....

Logsheet

Students are able to download the excel log sheet spreadsheet and keep track of their hours.

Photographs of students volunteer service

Students are able to download photographs of their activities to the site and share them with others.

Students being trained as mentors with Ronelle Plaatjies

Volunteering at Urban Run

Volunteering to present at the IT 1st
years Orientation Session

Students from Applied Accounting
with Simon Goldstone and Austin
Johnson, being trained on the use
of the Moodle site.

Volunteering at the BWA
Grade 12 Workshop

Students mentoring students

Volunteering at Iron Man

67 Hours reflective journal

Students complete the journal and upload it to the moodle site for assessment.

Please complete this document and upload it to the moodle site for assessment.

67 Hours Reflective Journal

Name:

Surname:

Course:

Student Number:

Year of Study:

---

ubuntu

1. One of the values of the NMMU is the value of UBUNTU. What do you understand Ubuntu to mean?

2. Using the word SERVICE, write down one word for each letter, that you associate with volunteer service. Eg: S is for stimulate, E is for envision

   - S
   - E
   - R
   - V

- I
- C
- E

3. Look at the colours in the block below, choose two colours which reflect how you feel about your volunteer service. Write a short sentence on what those colours represent to you.

4. Read the three quotes below, and write a short paragraph on the ONE that you most identify with.

   "You make a living by what you get, but you make a life by what you give. "
   Winston Churchill

   "I always wondered why somebody didn't do something about that. Then I realized I was somebody."
   Lily Tomlin

   "How wonderful it is that nobody need wait a single moment before starting to improve the world."
   Anne Frank

5. What word would you select from the picture below which reflects how you feel about volunteer work and why?

6. What was the most difficult thing you had to deal with as you completed your volunteer work?

Name of site	
What did you do at the site?	
What was the most difficult thing you had to deal with?	

7. Insert (not more than 2 photographs) here, and tell us about the photograph. Eg: where are you, what are you doing etc.

   Name of site:
   In the photograph I am doing:

8. What is the most important thing you have learned about others (or working with others)?

9. Name the top three things that surprised you most about yourself while doing volunteer service.

   1
   2
   3

10. When you signed up for volunteer service, what did you initially think the benefits would be for you? What has this experience has taught you?

11. What skills do you think you still need to develop?

12. Write an email to a friend who is about to start their 67 Hours. Looking back at your volunteer service what advice would you give them, what was your experience, what tips and hints would you share with them?

13. Gratitude is a glue that binds people together. Keeping the quote below in mind, make a list of three people who have helped and supported you in your development this year.

"Feeling gratitude and not expressing it is like wrapping a present and not giving it."
William Arthur ward

Final Step
Please make sure you save your document and upload it to the moodle site. Once your journal has been assessed, we will let you know when you can request it to be added to your Co-Curricular Record.

Thank you for giving of your time to help others.

Presentation: Faculty of Business and Economic Sciences Teaching and Learning Colloquium

The learning from the pilot phase of the on-line 67 Hours moodle site was shared with the Faculty of Business and Economic Sciences teaching and learning colloquium.

Mon 2016/02/01 09:36 AM
Beck, Tracy (Ms) (2nd Avenue Campus)
RE: Thank you

To Elliott, Ms Kim-Marie   (Summerstrand South Campus)

Wow, thank-you so much for a great presentation. During lunch so many people were asking about the 67 hours programme that they were unaware of. What was nice is that Grace and Ronelle had mentioned it in their presentation as well.

Thank you once again for all that you and your team do and especially including our Department.

Regards

Tracy Beck

Example of a Co-Curricular Record

Once students have completed their reflective journal, they can request 67 Hours to be approved on the CCR.

Nelson Mandela Metropolitan University
for tomorrow

Nelson Mandela Metropolitan University
CO-CURRICULAR RECORD

Co-Curricular Involvement

Activity	Position	Purpose And Description	Date	Learning Outcomes
Beyond the Classroom Leadership Programme	Member	BtC Leadership programme is designed to help students understand and develop themselves with a comprehensive focus on leadership. Members are required to be actively engaged in sessions which expose them to new perspectives, foster reflection and encourage action in their daily lives. Time commitment is 6 hours a month.	Mar 2015 Oct 2015	Appreciating Diversity Intellectual Growth Meaningful Interpersonal Relationships

Awards And Recognition

67 Hours Community Outreach   2015

In witness therof these signatures confirm the authenticity of this record: 2016/04/02

Prof. D.I Swartz

Vice Chancellor

Mr K.G. Matiso

Dean of Students

Prof. C.D. Foxcroft

Dean of Teaching & Learning

Examples of some engagement opportunities

Site visit to Amavulandela Youth Centre
The Amavulandela Development Youth Care Center is based at 28 Nokwe Street, Steve Tshwete Village, Motherwell and will be hosting a Women's Day Celebration on Saturday, 8th August 2015 at 08:00am.
They have identified 50 grannies from around the community to pamper and spoil on this day, they will also host a small Women's Day March around their community to bring awareness to issues that affect women. They need all the assistance they can get with arranging food parcels, etc. Please contact us if you are interested.

Volunteer opportunity; NMMU Health Clinic

Kim-Marie Elliott
July 7, 2015

Hi all

Volunteer opportunity to help out at the Campus Health Services, for their
Health Week on 3rd – 6th August - on all campuses.
DATES:
• 3rd –Missionvale Campus(student life centre)
• 4th- 2nd Avenue campus(Cafeteria)
• 5th- South Campus(Kraal)
• 6th – North Campus(Cafeteria)

TIMES: 09h00 – 15h00 (no less than 2 hour slots available)
Students are needed to help with
• Managing the registration table
• act as runners
• direct the students
• hand out freebees

Please contact your Health Clinic on the different campuses, and put your
name down if you can help. Make sure you know which times you are
available.
Regards

Like   Comment

18 people like this.

Volunteer opportunity: Vodacom

Kim-Marie Elliott
July 6, 2015

Hi all - opportunity below if you are still in town -

Dear NMMU Volunteers, We are seeking students to assist with the
upcoming Mandela Day Food Parcel Packing taking place on 16 July at the
Vodacom Regional Office. Please email
Mandeladay.ecape@vodacom.co.za if interested to join in on this initiative.
Best regards from the Vodacom Marketing Team.

Like   Comment

Volunteer opportunity: Zsports

Kim-Marie Elliott
July 6, 2015

Dear Volunteer - OWN TRANSPORT NEEDED
Want to be part of one of the most exciting Port Elizabeth events the NMB
Train Race.
Then sign up to become one of our Volunteers and join in the fun
Each volunteer will receive a T-shirt and snack pack.
Students can use the hours as part of their work experience.
Please send us your details and what zone you would like to work at.
Name:
Surname:
Email:
Cell:

Volunteer opportunity: NMMU PR students

Kim-Marie Elliott
June 26, 2015

If you are in town - Volunteers needed for Mandela Day!
A group of 3rd year PR students will be dedicating their time on Mandela
Day (Saturday 18 July) to renovating The Human Dignity Centre in Walmer
Township and they need your help!
Join them at 10:00 for a morning of painting, scrubbing, fixing, drilling and
digging – all for the kids of The Human Dignity Centre.
The Centre provides foundation phase schooling and aftercare facilities to
underprivileged kids from Walmer Township. Additionally, they also offer a
crafts centre where women can learn techniques, create and then sell their
crafts.
Transport from campus can be provided upon request. To sign up, or for
more information, contact Nicole Downing at s212288377@nmmu.ac.za.

👍 Like   💬 Comment

Volunteer opportunity: NMMU Golden Key Society

Tinotenda Chihera
June 18, 2015

Dear all

Golden Key International Honour Society invites you all to participate in our
winter school program.

The winter school program will benefit Mzonstsundu and Loyiso High
School. We are in need of tutors fro maths, accounts and physical science.
Tutoring will cater for grade 12 students only. Transport will be provided
daily at 0745am in front of embizweni south campus.... See More

👍 Like   💬 Comment

Engagement 10 years Competition

Dear Colleagues

Thank you for submitting your entries to the NMMU 10 lines-10 years Engagement competition.

We received a total of 30 entries from across all departments at NMMU and these were considered by a team of evaluators.

Congratulations to Prof Raymond Auerbach (Agricultural Management, George Campus) for winning the R10 000 prize money for his 10-line Engagement story about the George Campus Food Security Project.

Other projects that received special mention from the evaluators are:

67 Hours (Ms Kim Elliot, Student Governance)

PasSport to Health (Prof Cheryl Walter, Human Movement Science)

Pay-it-Forward (Dr Amanda Werner and Ms Bridget De Villiers, HR Management)

Women in Engineering Leadership Association (Dr Ann Lourens, Industrial Engineering)

First Lego League (Mr Ronald Leppan, Information Technology)

We have decided to award R5 000 toward to each of these projects to recognize the high quality and impactful Engagement work being done – congratulations to you all.

Regards

Belinda

Belinda du Plooy (Dr)
Manager: Engagement Information and Development

Focus group learning on volunteering in 67 hours

The following reflects the learning from the focus groups held with students who took part in the 67 Hours in 2015:

- Some students want to do volunteer service, but often not sure of where to start/how to go about it.
- Some students are already doing volunteer service, this way they can receive recognition for it.
- Some students want regular face to face meetings, others happy just to do their volunteer service and communicate via email.

Working online proved to be a challenge to some students, some reasons include:
- lack of confidence and knowledge of how to work online
- lack of technical skills to upload documentation
- lack of knowledge on how to do reflections

Further research is needed to determine if the above issues are true for all

Students indicated that they still wanted to print out their work in order to have a hardcopy for their portfolio. In order to meet this request changes had to be implemented for 2016, as the present system did not allow all items to be easily downloaded.

Way forward

- Students to be taught how to reflect on their learning.
- Use more student volunteers to assist with training sessions on how to use Moodle. These sessions must be built into the programme.
- Investigate the possibility of creating video clips and PowerPoints to show students examples of reflections and how to upload documents.
- Staff need to be encouraged to use students within faculties and to understand that volunteer work is something as simple as working at Open Day.
- The online design has been refined for 2016, and will be rolled out to all NMMU students and staff in 2017.

"There can be no greater gift than that of giving one's time and energy to help others without expecting anything in return".

Nelson Mandela