



Office of Career Planning and Development

2022-2023 Service Learning & Professional Success Hours

www.fisk.galaxydigital.com/

Q: Where is the Office of Career Planning and Development?

A: The Office of Career Planning and Development is located in Spence Hall, across the hall from the bookstore.

Q: What is FiskServe?

A: FiskServe is Fisk University's volunteer tracking platform.

Q: Do I have to make an account in FiskServe?

A: No. Students were uploaded into the new platform at the beginning of the Fall semester. If you did not receive an email from the platform, please follow the link above and create your account using your "Fisk" email. **** If you use a personal email, your hours will not be reported.**

Q: What are some examples of community service projects?

A: Community Service/Service Learning (Giving Back to the Community)

- Non-profit opportunities
- Tutoring
- Literacy Workshops
- Any work with a non-profit
- Youth Enrichment/Development
- Building projects (Habitat for Humanity)
- Clothing and Food Banks
- On-campus Examples: Fisk Art Gallery, Library, Certain Departments at Fisk, later in the semester.

Right now, we are hosting **virtual and in-person opportunities**. On-Campus Departments and Student Organizations may promote opportunities but must get them approved in advance. It takes 1-2 two weeks for the approval process, and you must fill out the request form below.

Q: How do I log my community service hours?

A: Log into the FiskServe platform, click the opportunities tab and see the opportunities listed. Once you find an opportunity, you must “respond to the opportunity” **before** you track your hours. After that, you will find the “add hours” button, and log your hours. You must also click the “submit for approval” button for the hours to be seen by the organization manager.

****Once you log your hours, please allow for hours to be approved in the system which may take up to 5 days/1 week.**

Q: How many hours in total do I need a semester for my scholarship?

A: Since we are back in person, all Presidential and Provost scholars need **50 hours** per semester. 25 service learning, and 25 professional development hours. If you are an Outstanding Scholars & Leaders (OSL) will need to complete at least **10 hours of service, and 15 hours of professional development hours** per semester.

Q: What are Professional Success hours?

A: These hours focus on activities around professional development and career readiness workshops and may be virtual or in-person. A lot of these opportunities occur outside of the classroom. See the examples listed below:

Professional Success Events (hosted by OCPD and other companies/departments)

- Career Readiness, Professional and Skill Development Workshops
- Career Fair and Internship Sessions
- Leadership and Entrepreneurship workshops
- Financial Literacy/Financial Management
- Career Pathways (Career Choices/Tracks)
- Industry Speakers/Panels
- Conferences (Major or Career Interests)
- Organization Sponsored Sessions (Anything around careers and industries)
- Travel Abroad Experiences/Workshops

Professional Success Hours will be noted on the flyers and communication that our office sends out to students. **Please note that NOT all activities and events will count toward community service/professional success event(s) hours.** If you have an event/workshop that you would like to share or receive hours for, you will need to fill out the request form for consideration and approval in advance. Please allow for 1-2 weeks for approval.

Q: How do I log my professional development hours?

A: Log into the FiskServe platform, click the opportunities tab and see the opportunities listed. Once you find an opportunity, you must “respond to the opportunity” **before** you track your hours. After that, you will find the “add hours” button, and log your hours. You must also click the “submit for approval” button for the hours to be seen by the organization manager.

****Once you log your hours, please allow for hours to be approved in the system which may take up to 5 days/1 week.**

Q: When are my hours due?

A: For the fall, all hours must be logged in the FiskServe platform by **November 30, 2022**. For the spring, all hours must be logged in the platform by **April 28, 2023**.

Q: Can I volunteer in off-campus opportunities this year?

A: Yes. We will allow virtual or in-person opportunities this year unless CDC guidelines change.

Q: What virtual opportunities are available and where can I find these virtual opportunities?

A: You may find the virtual opportunities at:

PROUDLY PENCIL: <https://www.pencilforschools.org/proudlypencil-virtualseries> and

HANDS ON NASHVILLE: <https://www.hon.org>

CARDFORKIDZ: <https://instagram.com/cardzforkidz?igshid=1dj473pp5lmtz>

Q: Once I log my hours, do I need to reach out to the contact person or wait for a response?

A: No. Please do not email the contact immediately after a project. The contact person will receive an email after you log your hours. You will only need to reach out if your hours have not been approved after one week.

****Again, please allow for hours to be approved in the system which may take up to 5 days/1 week.**

Q: Can I volunteer in my state?

A: No. Unfortunately, we cannot track every opportunity in each state. You are only allowed to participate in the approved opportunities on the FiskServe platform. If you find an opportunity not on the platform and in the local area, you must follow the steps to have them approved and added to the platform.

Q: Can I participate in virtual opportunities I find on my own?

A: Yes, BUT all opportunities must be local (Nashville, TN), and APPROVED by the Office of Career Planning & Development BEFORE you volunteer. The request will need to be in writing and have

supporting documentation. Please submit requests 1-2 weeks in advance and see the link:
<https://forms.office.com/r/XA7G7hY6VL>.

Q: What if I already volunteered with my church or another opportunity not listed on FiskServe?

A: All outside requests must be approved in advance. We cannot count hours toward projects that were not approved in advance. All requests must be in writing and have supporting documentation. Please submit requests 1-2 weeks in advance and see the link:
<https://forms.office.com/r/XA7G7hY6VL>



Q: How do I track my hours needed for the organization I joined?

A: The on-campus organization should have an account in the FiskServe platform, and the advisor should be the approval contact.

***** The questions above pertain to service learning and professional success hours. Any opportunities not approved by our office, will not be in the platform for approval.**

SPECIAL INFORMATION:

******* Please see the steps below on how to track your hours correctly.

1. Respond to the opportunity before it expires.
2. Click the "Add hours" button at the top of your screen, or the "track hours" button in the dropdown under your initials.
3. Change the date to the day of the event/session, input the time you were on the call or the time you volunteered, answer the service learning/professional development question, and then submit your time. ***Failure to answer the question correctly will result in the hours being added to the service-learning side.**
4. Click "verify" or "submit for approval" next to the hours to submit for approval.

These steps are essential for the Organizations to receive a notification to approve your hours. If you need assistance, please stop by our office in advance.

Student Guide:

<https://galaxydigital.freshdesk.com/support/solutions/folders/36000179023>