

# Program Duration

The Program Duration page asks you to provide information on the duration of service-learning activities (less than two months, a semester, a school year or year-round) and the estimated hours of preparation and service provided by service-learners. It is important to note that this page asks you only to report on Learn and Serve America-funded activities – do not include non-LSA activities.

The **Duration** page will be easier to complete if you have kept records on service hours through the year. See the **Online Help** page for sample worksheets that can be used to collect LASSIE data from individual classrooms, faculty, or programs.

The top part of the **Duration** page provides detailed instructions on how to complete the page and provides examples. Please take the time to read it carefully.

The **Duration** table asks you to report on the number of participants, the average hours of preparation, and the average hours of service for three groups of programs:

- Programs and activities that last 2 months or less;
- Programs and activities that last most or all of a semester or term;
- Programs and activities that last for most or all of the school year or are year-round.

For each group of programs (each row), enter the **number of participants** in those programs and the **average** number of hours of preparation and service per participant for the participants in those programs.

You can click on the blue links above the **Preparation/Reflection** and **Hours of Service** columns for definitions.

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7. Partners 8. Institutional Support 9. Coordinator 10. Description 11. Training 12. Tech Assistance (optional)

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**Service-Learning/Participant Experience**

**IMPORTANT:** The questions in this section refer only to programs and activities that are funded in whole or part by Learn and Serve America funds during the 2008-2009 program year. **DO NOT INCLUDE NON-LSA FUNDED ACTIVITIES.**  
[click here for examples](#)

16. In this question we are trying to get information about the duration of the LSA programs and activities in your institution and the amount of time service-learners are engaged in preparation, reflection, and service. Please fill in the table below with the numbers of program participants and average hours of preparation and service. If you do not run projects for any of the three durations, check "Do Not Run." If you do not know the exact number of participants and average hours for any of the three durations, please estimate based on available information. If you are unable to make an informed estimate of the number of participants and average hours, check "Don't Know."

**Instructions for completing table on service hours**

1. First, estimate the number of service-learning participants who were in service-learning programs of the durations listed in the table below from July 1, 2008 to June 30, 2009. If you have more than one activity or program, please combine them in reporting participant numbers and hours. The total number of participants for all durations should equal the total number of participants reported in question 6.
2. Next, for each of the project durations, calculate the average hours of preparation for the service and formal reflection per participant during or after the service and enter that figure in column 3.
3. Finally, enter the average number of hours of service for a participant. Enter that figure in column 4.
  - Preparation activities might include conducting background research, collecting data, attending trainings, assembling materials, rehearsing parts, and meeting to plan project activities during

**EXAMPLES**

Duration	Do Not Run this Type of Program	Number of Participants	Average Hours of Preparation and/or Formal Reflection per Participant	Average Hours of Service per Participant	Don't Know
Programs and activities that last 2 months or less including summer programs		a. 60	b. 8	c. 2	
Programs and activities that last for most or all of one semester or term (or about half the school year)		d. 25	e. 63	f. 10	
Programs and activities that last for most or all of the whole school year					

**PLEASE FILL IN**

Duration	Do Not Run this Type of Program	Number of Participants	Average Hours of Preparation and/or Formal Reflection per Participant	Average Hours of Service per Participant	Don't Know
Programs and activities that last 2 months or less including summer programs	<input type="checkbox"/>	60	20	20	<input type="checkbox"/>
Programs and activities that last for most or all of one semester or term	<input type="checkbox"/>	250	80	40	<input type="checkbox"/>
Programs and activities that last for most or all of the whole school year or are year-round	<input checked="" type="checkbox"/>				<input type="checkbox"/>

**Project Characteristics**

17. To what extent are the following characteristics present in the Learn and Serve-funded service-learning

In this example, we've reported that there are 60 participants in programs of 2 months or less, and on average those participants spent 20 hours in preparation or reflection and provided 20 hours of service.

We also reported that there are 250 students in semester-long programs. They averaged 80 hours of preparation/reflection and 40 hours of service.

This site does not have any programs that are year-long, so we checked the box indicating **Do Not Run this Type of Program**.

Programs and activities that last for most or all of one semester or term	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Programs and activities that last for most or all of the whole school year or are year-round	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

**Project Characteristics**

17. To what extent are the following characteristics present in the Learn and Serve-funded service-learning initiatives and programs in your institution/organization?

	Never	Rarely	Occasionally	Frequently	Always	Don't Know
a. Service activities are of sustained or significant duration (e.g. more than 40 hours per participant per year).	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Service projects have clear and specific learning objectives.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Program staff (teachers, faculty, program coordinators, etc.) work with participants to draw the connections between the service that participants are providing and what they should be learning.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. The service that participants perform is accompanied by opportunities to learn that are strongly related to the service.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. The relationship between service and civic participation, responsibility, skills and concepts are made explicit.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
f. Project participants are given organized time to reflect on their service.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
g. Participants have a leadership role in all phases of a project, including making decisions about the development of the project as well as its execution.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
h. Projects are based in strong partnerships with community groups that include mutually agreed upon goals, roles and responsibilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Both learning and service are emphasized in all projects.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The Duration page also includes a set of questions about the characteristics of the programs at your institution or organization. Please answer these questions based on your understanding of the typical service-learning program at your organization.

These items are based on "Hallmarks of Effective Service Programs" identified in the Learn and Serve publication: Students in Service to America. See: [http://www.learnandserve.org/pdf/05\\_1\\_003\\_2006\\_lsa\\_hallmarks.pdf](http://www.learnandserve.org/pdf/05_1_003_2006_lsa_hallmarks.pdf)

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