



# COMMUNITY SERVICE @ SMU

CENTRE FOR SOCIAL RESPONSIBILITY

## GUIDELINES



Host organisation must be a registered non-profit, social service agency, or social enterprise.



Your Community Service Project (CSP) must address a social issue through regular, long-term volunteering. One-off events are not allowed.



Involves direct interaction with beneficiaries from disadvantaged backgrounds OR deep engagement in environmental/animal welfare causes.



Complete your Community Service (CS) requirements within the first 2 years of your studies in SMU to ensure that your graduation requirements can be settled without any delays.



## PRE-CSP

1.

Complete Reflective Practice Unit (RPU) & Community Service Units (CSUs) on eLearn

---

2.

Source for a suitable CSP

---

3.

Submit your application for group-based projects or self-propose on OnTRAC at least 7 working days before you start. No backdating is allowed

---

4.

Start your CSP after gaining C4SR's approval

---

5.

Complete your Pre-Activity Learning Objectives Selection on OASIS

---

## DURING CSP

1.

Track your volunteering hours regularly via C4SR's timesheet\*

---

2.

Complete your Mid-Activity Learning Objectives Review on OASIS

---

3.

Midpoint Check-In with Supervisor/Project Leader to obtain feedback on performance

---



\*For students involved in group-based projects, individual timesheet submissions are not required. Please check with your project leader(s) for further guidance

## **POST-CSP**

**1.**

**Submit your endorsed timesheet to C4SR\***

---

**2.**

**E-appraisal will be sent to your  
Supervisor from the Host Organisation/  
Project Leader**

---

**3.**

**Complete your Post-Activity Learning  
Objectives Review & Reflection Report on  
OASIS**

---

**4.**

**Check your CS status on OASIS under  
Participation and Grading and View  
Degree Progress Report Apps**

---

# QUESTIONS?

Check out the OASIS FAQ for more info



**COMMSVCS@SMU.EDU.SG**