



MASENO UNIVERSITY
OFFICE OF THE DEAN SCHOOL OF EDUCATION

Community Service-Learning (CSL) Logbook

Student Name: _____
Registration No.: _____
Programme: _____
Year of Study: 2
Community Partner Organization: _____
Location of Service: _____
CSL Period: From _____ To _____

Rationale for the CSL Logbook

The Community Service-Learning (CSL) Logbook is designed to provide a structured framework for students to document, reflect on, and evaluate their engagement in community-based learning experiences. It serves as both a record and a reflective tool that links academic learning to practical community service, fostering personal growth, civic responsibility, and professional development. By systematically recording activities, outcomes, and reflections, the logbook helps students connect theory with practice, assess the impact of their contributions, and identify lessons learned. It also enables instructors and supervisors to monitor progress, provide feedback, and assess the extent to which learning objectives and community goals are being achieved.

Weekly Activity Log

Week	Dates	Activity Description	Hours Worked	Reflections (Skills, Challenges, Lessons)	Mentor's Name & Signature
1					
2					
3					
4					

5					
6					
7					
8					

Summary of Hours

Total Hours Completed: _____

Minimum Required (5 days @ 8 hours a day = 240 hours): ✓ / ✗

Remarks: _____

Final Mentor's Evaluation (Short Comments)

Professionalism: _____

Punctuality: _____

Contribution to Host Organization: _____

Overall Remarks: _____

Mentor's Name & Signature: _____

Date: _____

Supervisor's Remarks

Reviewed by: _____ (University Supervisor)

Signature: _____

Date of Review: _____

APPENDIX 1: CSL STUDENT'S FINAL REPORT

Section A: Student and Placement Details

Full Name: _____

Registration Number: _____

Programme: _____

Year of Study: 2

CSL Site/Organization: _____

Location: _____

CSL Duration: From _____ to _____

Total Hours Completed: _____ hours

Section B: Summary of Activities

Provide a detailed account of your major weekly activities and responsibilities. Highlight the key tasks you performed.

Section C: Skills and Knowledge Gained

Describe specific skills (e.g., teaching, leadership, communication) and knowledge gained during your CSL placement.

Section D: Application of Academic Learning

Discuss how the CSL experience allowed you to apply theories or concepts learned in your university coursework. Give examples.

Section E: Challenges and Solutions

Identify key challenges you faced during your service-learning experience and how you dealt with them.

Section F: Community Impact and Feedback

Describe how your work contributed to the community or organization. Include any feedback or appreciation received.

Section G: Personal and Professional Growth

Reflect on how the CSL experience shaped your values, attitudes, or future goals as an educator.

Section H: Recommendations

Suggest how the CSL programme or your placement site could be improved for future students.

Section I: Attachments

- Weekly reflective journals – share link to ePortfolio with a reflective journal
- Photos (if approved) – to be available in the ePortfolio
- Any reports or materials created

Signatures

Student's Signature: _____ Date: _____

Mentor's Name & Signature: _____ Date: _____

University Supervisor's Name & Signature: _____ Date: _____

APPENDIX 2: FIELD MENTOR EVALUATION FORM

General Information

- Student Name: _____
- Registration Number: _____
- Field Placement Site/Organization: _____
- Placement Duration: From _____ to _____
- Mentor Name: _____
- Mentor Title/Position: _____
- Date of Evaluation: _____

Evaluation Criteria

Please rate the student on the following criteria using the scale below:

Rating Scale	1 - Poor	2 - Fair	3 - Good	4 - Very Good	5 - Excellent
Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality & Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative and Independence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills (Written & Oral)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Skills & Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability and Problem Solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall, Knowledge of Role and Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment to Service & Social Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Specific Observations and Feedback

1. Strengths and Contributions of the Student

Please highlight any specific strengths or areas where the student made a significant contribution to your organization or community.

2. Areas for Improvement

What areas could the student improve upon for future placements or professional development?

3. Overall Performance and Recommendation

Please provide a summary of the student's overall performance during the CSL placement. Would you recommend this student for further placements or future roles?

Additional Comments

Please provide any other feedback or suggestions you feel would be helpful for the student's future growth and development.

Mentor Details

Name: _____

Signature: _____

Date: _____

APPENDIX 3: CSL Oral Presentation Rubric

Maseno University – School of Education

General Information

- **Student Name:** _____
- **Registration Number:** _____
- **Field Placement Site/Organization:** _____
- **Placement Duration:** From _____ to _____
- **Mentor Name:** _____
- **Mentor Title/Position:** _____
- **Date of Oral Presentation:** _____

Criteria	Excellent (5)	Good (4)	Satisfactory (3)	Needs Improvement (2)	Poor (1)	Score
Content/Organization	Well-organized, clear structure, and strong logical flow. Strong introduction, clear body, and conclusion.	Organized and clear, but may have minor issues with flow or transitions.	Organization is somewhat clear but has a few unclear sections.	Organization is unclear, with weak transitions between sections.	Disorganized and lacks clear structure or flow.	
Depth of Analysis	Presents in-depth analysis of CSL experience, with detailed examples and critical reflection.	Provides good analysis with clear examples and reflection.	Analysis is general with some reflection, but lacks depth.	Limited analysis with few examples and little reflection.	Very little analysis or reflection on CSL experience.	
Engagement with the Audience	Engages the audience throughout with enthusiasm, questions, and eye contact.	Maintains good engagement with the audience most of the time.	Limited engagement with the audience, but some effort made.	Rarely engages with the audience, lacks connection.	No audience engagement, no eye contact.	

Criteria	Excellent (5)	Good (4)	Satisfactory (3)	Needs Improvement (2)	Poor (1)	Score
Clarity and Delivery	Clear speech with excellent pronunciation and pace. Enthusiastic and confident delivery.	Clear speech, minor pronunciation issues, good pace, confident.	Speech is somewhat clear, occasional hesitation or unclear pronunciation.	Difficult to understand, too fast or too slow, hesitant.	Hard to understand, very poor pronunciation.	
Visual Aids/Support Materials	Excellent use of visual aids (slides, posters, etc.) to enhance the presentation.	Good use of visual aids, some connection to content.	Visual aids are present but minimally enhance the content.	Visual aids are poorly used or distracting.	No visual aids or materials, or they are irrelevant.	
Professionalism	Very professional presentation style, attire, and demeanor.	Professional presentation style with minor issues.	Generally professional, but some signs of unpreparedness.	Unprofessional attire or demeanor, needs more preparation.	Lacks professionalism, unprepared.	
Time Management	Excellent use of time, presentation is well within the time limits.	Presentation slightly over or under time, but well-paced.	Slightly too long or short, pacing could be improved.	Presentation is significantly too long or short.	Does not adhere to the time limit.	
Response to Questions	Responds to questions with clarity, detail, and confidence.	Responds well to questions, but with minor hesitation or lack of detail.	Responds to questions but lacks confidence or detail.	Struggles to answer questions, unclear responses.	Unable to respond to questions.	

Total Score: ___ / 40

Comments/Feedback

(Provide specific feedback on the student's strengths and areas for improvement.)