Guide for Volunteer

1. Graduate common course – 1 credit unit (duplicate courses not permitted)   *Only for regular students
2. The volunteer activity period is based on around 5 days.
3. When deciding on the volunteer organization, consult carefully with your guarantor/supervisor and choose an activity that will not harm you and be adequate as a volunteer work.
4. Procedures (Please follow the steps (1) to (5) below.)
    (1) The student selects and determines the volunteer organization.
    (2) **Complete the <Pre-Volunteer Application> at least one month prior to the start of your volunteer activity.**
    (3) Attending the volunteer activity.
    (4) **Complete the <Post-Volunteer Reporting Procedure> within two weeks of finishing the volunteer activity.**
    (5) Evaluation

    Note: If students in their second year or above of master's program wish to undertake volunteer activities, please contact the Academic & Student Affairs Section in advance before starting the procedures described in (1) above. Depending on the timing of the volunteer activities, it may not be possible to evaluate your grades before graduation/completion.

5. Method of evaluation (A combined assessment of (1) and (2) below, evaluated by department chief).
    (1) 'Volunteer Activity Report'.
    (2) 'Personal Development Gained through Volunteering'.

■Pre-Volunteer Application Procedure (*Refer to 4. (2) above)
You must complete the 'Pre-Volunteer Application Form' and 'Consent Form of Guarantor' at least one month prior to the start of your volunteer activity and submit these forms to Academic & Student Affairs Section, Center for Science and Engineering.

Attach any documents that summarize your volunteer activity (e.g. website of the organization of your volunteer activity).
＊ A 'Pre-Volunteer Application Form' requires a seal of your supervisor.
＊ A 'Consent Form of Guarantor' requires a seal of your guarantor.
＊ When you attend the volunteer activity, you need to register both the 'Injury and Accident Compensation Program for Waseda Students (GAKUSHOUHO)' and the 'Liability Insurance Program for Waseda Students (GAKUBAIHO)'.

For more information regarding the 'GAKUSHOUHO' and 'GAKUBAIHO', please refer to the website of Student Affairs Section.

https://www.waseda.jp/inst/student/en/support/injury
https://www.waseda.jp/inst/student/en/support/liabilitycoverage

■Post-Volunteer Reporting Procedure (*Refer to 4. (4).)

You must complete the 'Volunteer Activity Report' and the 'Personal Development Gained through Volunteering' within two weeks of completing your volunteer work and submit these reports to Academic & Student Affairs Section, Center for Science and Engineering (1ˢᵗ floor, Building 51).

① A 'Volunteer Activity Report'

*Minimum two A4 pages or more

*Each page must contain around 40 lines of 35 characters each.

*The report should include information such as: the volunteer activity period, location, contents and outcomes.

*Write clearly in a formal report format.

② A 'Personal Development Gained through Volunteering'

*Minimum six A4 pages or more

*Each page must contain around 40 lines of 35 characters each.

*The report should include what you have gained through the volunteer activity

*Provide a heading for each topic

＊Attach any relevant resource material.

＊You may be required to conduct a presentation of your report. In this case, you will be contacted to your Waseda email address.

＊In case documents ① and ② are not submitted within two weeks, application for credits cannot be accepted.

■**Evaluation m**ethod (*Refer to 5.)

The Department Chief will evaluate the submitted 'Volunteer Activity Report' and 'Personal Development Gained through Volunteering'.

The timing of assessment and announcement of grades depends on when the volunteering activity is carried out.

➢ When carried out between April and December: grades are announced at the end of the fall semester of the year in which the activity is carried out.

Example: volunteering activity carried out in August 2022.

⇒ Grade announcement at the end of the fall semester of 2022 (*February-March 2023).

➢ When carried out between January and March: grades are announced at the end of the fall semester of the next academic year.

Example: volunteering carried out in February 2023.

⇒Grade announcement at the end of the fall semester of the academic year 2023 (*February-March 2024)

Academic & Student Affairs Section, Center for Science and Engineering, Waseda University

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