



SERVICE LEADERSHIP ENGAGEMENT PROGRAM (SLEP)

PROGRAM MANUAL

Service • Leadership • Engagement • Reflection

I. PROGRAM OVERVIEW

The Service Leadership Engagement Program (SLEP) is designed to help students develop practical leadership through service and community engagement. Through hands-on service and reflection, students connect academic learning with real-life experience while developing responsibility, teamwork, character, social responsibility, and servant leadership.

SLEP is a required, 0-credit program for applicable Bachelor's, Master's, and Doctoral degree programs and is evaluated on a Pass/No Pass basis.

II. PROGRAM REQUIREMENTS

Degree Level	SLE Courses	Required Semesters	Service Requirement
Bachelor's	SLE 101, 102, 201, 202	4 semesters	12 hours/semester = 48 hours
Master's	SLE 501, 502	2 semesters	12 hours/semester = 24 hours
Doctoral	SLE 801, 802	2 semesters	12 hours/semester = 24 hours

Important: Service hours are counted separately each semester. Extra hours completed in one semester cannot be carried over to another semester.

III. APPROVED SERVICE TRACKS AND EXAMPLES

Students may participate in one or more of the following five Service Tracks through activities appropriate to the purpose of SLEP.

1. Community Service Track

- Service at local welfare or community organizations
- Elder care and nursing home service
- Youth mentoring
- NGO activities
- Community and urban service projects
- Food service and other community support activities
- Volunteer service at a child's school or school-related activities

2. Campus Service Track

- Support for campus events
- Assistance with admissions and orientation events
- Support for international students and their adjustment to campus life
- Library, research center, or administrative department assistance
- Support for academic seminars and conferences
- Campus environment improvement activities
- University promotion and media content support
- Support for commencement, concerts, and commemorative events
- Authorship or publication activity in which the name of Midwest University is identified — 12 service hours
- Participation in or support for a seminar in which Midwest University is promoted — 6 service hours

3. Church & Chapel Service Track

- Service at a local church or a church/chapel within Midwest University
- Chapel and worship support
- Praise and worship team service
- Worship leadership and instrumental service
- Sunday School and youth ministry
- Choir and music ministry
- Mission support and community outreach
- Prayer meetings and church administrative support

4. Global Leadership Service Track

- GLI-Net project support
- International forum and seminar support
- Online international mentoring
- Global projects and international exchange support
- International projects related to urban development
- International NGO and global service projects

5. Leadership & Character Service Track

- Approved service activities designed to develop leadership and character
- Team-based service projects and community leadership activities
- Service activities that develop responsibility, cooperation, and servant leadership
- Mentoring and leadership support service activities

IV. HOW TO COMPLETE SLEP — STEP-BY-STEP GUIDE

Students who are participating in SLEP for the first time should follow the steps below.

STEP 1. Check Your SLE Course and Requirements

Check the syllabus for your registered SLE course in Populi and confirm the required semesters and service hours for your degree program.

STEP 2. Select a Service Activity

Choose an appropriate activity from one or more of the five Service Tracks. The activity must be consistent with the purpose of SLEP.

STEP 3. Select and Ask a Supervisor

Students are responsible for selecting their own Supervisor. Contact the person in charge of the organization, church, school, NGO, community group, or project where you plan to serve, request permission to participate, and ask that person to serve as your Supervisor. If an approved service activity is completed in the workplace, a supervisor or manager who can directly verify the activity may serve as the SLEP Supervisor.

STEP 4. Complete the Service Activity

Participate faithfully and responsibly in the selected service activity and complete at least 12 service hours during the semester. Keep a record of the dates, hours, and activities completed.

STEP 5. Complete SLEP Report Part I and Obtain the Supervisor's Signature

After completing the service activity, record the Service Track, service hours, activity description, and Supervisor information in Part I. Obtain the Supervisor's verification and signature for each Service Track in which you participated.

STEP 6. Complete Student Reflection Part II

Reflect on your service experience, leadership development, personal growth, challenges and lessons learned, future application, and your understanding of faith, calling, or life purpose.

STEP 7. Save as a PDF and Submit to Populi

After completing the Supervisor Verification and Student Reflection, save the entire SLEP Report as one PDF file and upload it to Populi by the assigned deadline.

STEP 8. Final Review

The SLEP Director reviews the service hours, Supervisor Verification, Student Reflection, and overall participation and determines whether the semester requirement has been successfully completed.

V. SELECTION AND ROLE OF THE SUPERVISOR

Supervisors are not assigned centrally by the University. As a general rule, each student is responsible for selecting and asking an appropriate Supervisor based on the student's service activity. The student should contact the person in charge of the organization, church, school, NGO, community group, or project where the student plans to serve, request permission to participate, and ask that person to serve as the SLEP Supervisor.

If a student performs an approved service activity in the workplace that is consistent with the purpose of SLEP, a supervisor or manager who can directly verify the activity may serve as the Supervisor.

The Supervisor must be able to verify the student's actual participation and service hours. After the activity is completed, the Supervisor provides his or her name and signature in SLEP Report Part I to verify the student's participation and service hours.

VI. SLEP REPORT AND EVALUATION

The official SLEP Report consists of Part I – Service Activity Report and Part II – Student Reflection. Students must complete the minimum service hours, participate faithfully in the service activity, and submit the completed SLEP Report, including Supervisor Verification and Student Reflection, as one PDF file through Populi by the assigned deadline.

SLEP is a graduation requirement. If a student does not receive a Pass in a required SLE course, the student has not satisfied the SLEP graduation requirement and may not graduate until all SLEP requirements have been completed.

VII. EXPECTED STUDENT DEVELOPMENT

- Development of practical leadership and servant leadership
- Growth in teamwork, responsibility, and organizational experience
- Greater awareness of social responsibility and community engagement
- Understanding of administrative and project-based work
- Global leadership experience in multicultural and international settings
- Ability to reflect on service experiences and apply them to future academic, ministry, professional, and leadership settings

VIII. GRADUATION REQUIREMENT

Students in applicable degree programs must complete all required SLE courses and service hours in order to graduate. SLEP is a required educational program of Midwest University designed to cultivate servant leadership, social responsibility, community engagement, and practical leadership experience.