



WORKSHIP - A TRADITION OF SERVICE SINCE 1968.

Workshop is a distinctive community service program that responds to human needs with Christ-like action in the community and the world. Through community service, students can discern their vocation and develop a life-long habit of servant leadership.

REQUIREMENTS

Every daytime full-time undergraduate student enrolled at Palm Beach Atlantic University participates in Workshop. There are no exemptions. The following requirements are for daytime full-time undergraduate students:

1. **Students must complete 45 hours of volunteer community service in a 501(c)3 non-profit agency, church, academic school, or US government organization per school year. Service that aligns with the Christian commitment and core values of the University will be counted as Workshop Hours. A typical day of service ranges from 6-8 hours. No more than 12 Workshop hours are granted per day of service.**
2. Students beginning in the spring semester or graduating in the fall semester must complete 23 hours for those semesters.
3. If enrolled four or more years, 180 hours are required before graduation. If a student is enrolled less than 4 years, they are required to have 45 hours per school year or 23 hours per semester.
4. Verification from a supervisor is required on a digital Workshop Form or nonprofit agency letterhead stationery. All hours submitted on agency letterhead stationery must include the student's name, student's ID#, amount of hours volunteered, explanation of volunteer duties, a supervisor's signature, and contact information of the supervisor.
5. Students may not be supervised by a relative or an undergraduate PBA student. Students may be supervised by graduate level students. It is the responsibility of the student to find an appropriate supervisor.
6. All hours must be turned in to the Workshop Office by 5 p.m. on **May 1st** of each year.
7. Graduating students must fulfill the 45-hour requirement for each year of full-time attendance prior to graduation. Failure to do so will result in a hold placed on the student's diploma.
8. The following activities do not earn Workshop credit:
 - Any activity that benefits PBA including the students, faculty and/or staff
 - Donating goods
 - Raising money on behalf of a charity or organization
 - Animal foster care
 - Hours campaigning for a political candidate
 - Travel to the service site, including air travel, is not eligible for Workshop credit. If a volunteer event requires rehearsal/training, rehearsal/training hours do qualify for Workshop hours, as long as the rehearsal/training hours do not exceed the hours of the actual volunteer event.
9. Students enrolled as a full time undergraduate at PBA in a joint study program are still responsible to fulfill their Workshop requirement for the school year. (Focus on the Family

Institute, Oxford, London semester, study abroad programs etc.) If the study abroad location precludes the student from performing Workshop hours- the student is responsible for arranging for an extension BEFORE the Workshop Hours deadline of May 1st.

10. A student who turns in fraudulent hours and/or “double logs” to the Workshop office will be subject to the student accountability process of Palm Beach Atlantic University.

WORKSHOP REQUIREMENT BY SEMESTER FOR FULLTIME, DAYTIME, UNDERGRADUATE STUDENTS

WORKSHOP HOUR REQUIREMENTS	
SEMESTERS ENROLLED	TOTAL HOURS NEEDED
1	23
2	45
3	68
4	90
5	113
6	135
7	158
8	180

Workshop Hours are cumulative

RETURNING STUDENTS

1. Students may access the digital Workshop form online by visiting the Workshop section on myPBA (<https://my.pba.edu/ics>).
2. Students can find out about service opportunities by coming to the Workshop Office. Workshop Opportunities are also on digital signs across campus. The Workshop Office also sends out a weekly e-newsletter with volunteer opportunities listed.
3. It is solely the student’s responsibility to know what is and is not an acceptable Workshop placement as outlined in *The Navigator*. Workshop Hours will be accepted or denied, in accordance with the policies listed in *The Navigator*. A student may contact the Workshop Office BEFORE volunteering to make sure that a nonprofit has 501(c)3 status. All organizations advertised by the Workshop office are acceptable placement sites.
4. Any Workshop hours completed after May 1st, will count towards the Workshop requirement of the following school year.

NEW/TRANSFER AND RE-ENROLLED STUDENTS

Incoming students may count community service hours that were completed three months prior to the beginning of classes; June 1st for those entering in the fall semester and October 1st for those entering in the spring semester.

EVALUATION AND GRADING OF STUDENTS IN WORKSHIP

Workshop grades are awarded on a Pass/Fail basis. The evaluation will be noted on the student’s University record at the end of each semester as follows:

P/Pass -the student has completed a unit of at least 45 hours during that school year in Workshop, all evaluation criteria have been met and applicable forms have been completed.

F/Fail - the student has not completed the 45 hours of community service. Graduating students who fail will not receive their diploma or transcripts until Workshop hours are completed. Current students have a HOLD placed on their student account.

Probation sanctions are administered for those students who fail to complete their Workshop assignment by the deadline of May 1st. Students placed on Workshop Probation must complete delinquent Workshop Hours before the beginning of the Fall Semester.

WORKSHIP PROBATION

Students on Workshop probation:

1. **May not register for classes until all Workshop requirements are met.**
2. **Must pay a \$10 fine for each hour that is owed.** Students who are placed on Workshop Probation and who do not complete their hours, in the designated timeframe are at risk of Suspension from the University.
3. When a student is placed on Workshop Probation, a Hold is placed on their student account until **the fine is paid and the delinquent hours have been completed.**
4. When a student is placed on Workshop Probation, all relevant faculty/staff involved with the student will be notified, this includes but is not limited to: the student's on campus supervisor, Dean of the student's school, and the student's Faculty Advisor.
5. **A student on Workshop Probation will not be permitted to Study Abroad.**
6. Students who do not elect to return to classes during the semester of probation must complete Workshop hours before returning to PBA.

WORKSHIP SPECIAL CIRCUMSTANCES

There are no exemptions from the Workshop Requirement. There are special circumstances that may arise that may prevent the student from completing their Workshop Requirement for a semester. These circumstances are rare. The student may speak with Director of the Workshop office to receive an extension of their hours, if needed. Extensions are granted on a case by case basis and are only granted before the May 1st deadline.

Students with Disabilities. Palm Beach Atlantic University complies with the Americans with Disability Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 by providing reasonable and appropriate accommodations to qualified individuals with disabilities. Students who have questions about their entitlement to benefits or who have grievances under these statutes should contact the Office of Academic and Accessibility Resources (formerly known as the Office of Disability Services) in the lower level of the Warren Library. Emailing Academic_Support@PBA.edu is the preferred method of communication. Accommodations will be provided only after the student has officially registered with the Office of Academic and Accessibility Resources. The student must make the request for accommodations and provide each course instructor with a copy of the approved accommodations plan immediately after receiving it. **Accommodations are not retroactive.**

Workshop Appeals. Hours that are not considered to be in accordance with the Workshop Requirement will be denied. If a student believes that Workshop hours have been denied unfairly or due to an error, the student may address their complaint in writing to the Director of the Workshop Office, Nathan Chau, Nathan_Chau@pba.edu. If the appeal is denied, a student may bring their appeal to the Associate Vice President for Student Development, Kate Magro, Kate_Magro@pba.edu. **ALL APPEALS MUST BE MADE BY JULY 1st. APPEALS after July 1st will not be considered.**