



College of Clinical Pharmacy (COCP) Community Service Unit Policy

Overview

In achieving the vision and mission of IAU university, community service unit at COCP was established to offer various community service activities and programs to all segments of the society.

Purpose

The purpose of the COCP Community Service Policy is to enhance personal and social development of the students, faculty and staff. It also aims to engage the students in the community services and provide them with practical experience via working with community-based organizations and individuals. Moreover, this policy could promote the experiential learning to enhance individual skills and expertise in community service.

Scope

The scope of community service unit at COCP is serving the community, generating social, cultural and educational benefits to the society by conducting voluntary activities and non-profit services.

Policy

1. The unit prepares the plan of the community services for the academic year.
2. Departments, faculty, or students may suggest /propose activities to the unit.
3. The activities or services should be aligned with the college strategic plan and should contribute to achieving the vision and mission of the college.
4. The unit will collaborate with student bodies and community organizations in planning for the activities.
5. The unit will identify the required resources for conducting the planned activities.



6. The unit submits the proposed plan to the Dean for approval.
7. The unit announces the activities and invites students, faculty members and administrative staff who to participate in the activities.
8. If an activity was proposed by a department, faculty members from that department have the priority to participate.
9. All activities have to be uploaded and reported by the community service unit to the university social responsibility bank.
10. The unit should self-evaluate the conducted activities and seek the opinion of the participants and collaborating bodies.
11. Whenever possible, the opinion of the target audience should be sought.
12. The community service unit should prepare an annual report of all activities conducted during the academic year and submit it to the Vice Deanship for Quality, Development and Community Service.
13. The report should incorporate the best practices learned in the community engagement and should be used for future improvement.
14. No monetary compensation or academic credit will be given to the student, faculty or staff for participating in community services as all the community services activities are voluntary.

Procedure for participation in community service activities

1. Students and faculty are informed about the upcoming activity via email.
2. Interested volunteers will send an email to the unit expressing their intentions to join the activity
3. Based on the number needed in the activity, selected participants will be informed by email.

Head of Community Service Unit

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