



Education Classes In-Course Module Placement Packet

Service-Learning at Mesa Community College

A teaching and learning method that connects meaningful service to the community with academic learning through guided reflection.

Areas of focus include:

- Critical Thinking and Problem Solving
- Clarification of Values
- Career Exploration
- Social and Personal Development
- Civic and Community Responsibility

It also:

- Connects academic knowledge with experiential education
- Offers valuable hands-on experience
- Provides credit to students for service activities
- Supports community strengthening efforts

Center for Service-Learning

Mesa Community College

The mission of the Center for Service-Learning is to promote excellence in teaching and learning through active service. We collaborate with the community, encourage servant leadership, promote personal growth, and foster civic and social responsibility.

Southern & Dobson Campus

Kirk Student Center
480-461-7393

Red Mountain Campus

Palo Verde Building, Room 213
480-654-7821

Email: servicelearning@mccmail.maricopa.edu
Visit us online at: www.mccservicelearning.org

facebook: MCC Service-Learning

Placement Steps

- I. Forms provided by the Center for Service-Learning
 - 1) Agency Introduction Letter
 - 2) Placement Confirmation and Agreement of Conduct Form
 - 3) Experiential Education Assumption of Risk & Release of Liability
 - 4) Service-Learning Contact Log
- II. Placement Process

You place yourself for your service-learning experience by calling an agency you wish to serve at and asking if they have an opportunity available. If you need assistance, visit the Center for Service-Learning and one of the staff members can assist you.
- III. Paperwork

There are two initial forms that **NEED** to be completed, signed, and submitted prior to starting your service. They are the **Placement Confirmation and Agreement of Conduct Form** and the **Assumption of Risk Form**. Submit these forms to your Service-Learning Assistant or instructor.

When you have completed your service hours, submit the signed and completed **Contact Log** (make sure the agency has completed the evaluation portion and signed both sides). Also, it is a good idea to make a copy of the log for your records prior to submitting it. Submit the log to your Service-Learning Assistant or instructor.

Give the **Agency Letter** to the agency contact (The agency keeps this!).
- IV. Service-Learning Assistants

A Service-Learning Assistant (SLA) is a student liaison who collects needed paperwork and keeps track of student placements. Your SLA is the person you will submit your completed paperwork to, unless your instructor advises otherwise.
- V. Certificates

All students who successfully complete their service-learning hours and follow all instructions will receive a certificate. Those who do NOT submit all paperwork, serve at a non-approved site, and/or are paid, will NOT receive a certificate.
- VI. Where can I serve?

See the next page for more information on viewing a list of our approved agencies. If you wish to contact an agency that is not one of our current partners, visit the Center for Service-Learning for more details.

Telephone Protocol

When arranging your placement, be mindful of how busy the agency staff can be and be patient. Below you will find some helpful procedures when introducing yourself to potential agencies you choose to contact. Remember to take along your Placement Confirmation and Agreement of Conduct Form when you visit the agency for your interview.

1. Identify yourself as a Mesa Community College student looking for a service-learning placement with their agency.
2. Clearly state the number of hours you aim to complete, and tell them how many hours a week you are going to have available to serve with them.
3. Tell them your instructor's name and the course title of the class you are taking.
4. If you leave a voicemail message, state the following:
 - Who the message is for
 - Your name
 - Your phone number
 - The hours during which you can be reached
 - That you are looking for a service-learning placement for ___ hours
 - The date you would like to begin
5. Be polite! Remember, you are representing Mesa Community College.
6. Leave appropriate lead-time for them to contact you. In other words, do not call on Monday expecting to start work on Tuesday.

Notes:

Enjoy your service!

Why Participate in Service-Learning? What are the Benefits?

- ★ Hands-on learning!
 - ★ Gain real-world learning experiences!
 - ★ Develop critical and analytical thinking skills!
 - ★ Learn new skills!
 - ★ Meet people in the community from different backgrounds!
 - ★ Explore careers and network with professionals in your field of interest!
 - ★ Make a difference in the community by sharing skills and talents!
 - ★ Earn college credit while serving!
 - ★ Strengthen resume and scholarship applications!
- MANY MORE!!!!

Want to extend your service and earn college credit? Then register for an Independent Module service-learning course.

Students have the option to register for a stand-alone service-learning course. Core components include:

- Students register for 1, 2, or 3 credit hours
- 50 hours of service required per credit hour registered
- Open entry/ open exit
- Establish learning objectives with faculty in given discipline
- Reflect on experience, keep reflective journal
- Create a final analytical paper or project that summarizes your learning

Reason why students register for these classes:

- They are an Honors student who plans to graduate from Mesa Community College with honors and they need a 1-credit service-learning course
- They need an extra credit to maintain scholarship, financial aid, and/or athletic eligibility
- They want the service documented on their transcripts
- Many more!!!!

Visit the Center for Service-Learning for an application and to register!

Want to earn money to pay for school or pay back qualified student loans? Then AmeriCorps is for you!

AmeriCorps is a National Service Program designed to meet the nation's critical needs in areas of: education, healthcare, and capacity building. Members who complete their AmeriCorps experience are eligible for an education award in the following amounts:

- 300 hours of service over one year = \$1175
- 450 hours of service over one year = \$1468
- 675 hours of service over one year = \$2114
- 900 hours of service over two years = \$2775

Potential members must attend a mandatory orientation and complete necessary paperwork. Visit the Center for Service-Learning for an orientation schedule.



\$100 Difference Grants



The \$100 Difference Grants are funds given to students to complete an approved service-learning project. We want students to make a difference in the community! ***Application must be submitted and approved prior to any purchases being made.*** See the Center for Service-Learning for an application and details.

Agency Partner Selection Process

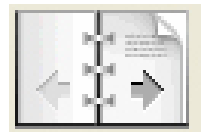
To select an agency to serve at for your service-learning and/or volunteer experience, visit our online database. Please follow the steps below to find an agency that will meet your needs.

1. Visit our online agency partner database on our department's website at www.mccservicelearning.org and select the **agency database link** on the department's homepage to find the link for the database.
2. Select the **"Guest Account"** button to access the online database
3. From here you will be able to select the **Agency Partners** or **School-Based Partners** menu. You can also search available agencies by their name, zip code, city, etc.

- The **Agency Partner** section contains nonprofit and government agencies that have completed the necessary partnership paperwork. They are listed in alphabetical order.

- For each agency, you will have the option to "Save this Agency."

- Once you have reviewed all sites and selected the ones you want to print, scroll to the bottom and select "Review Records Selected."



Rolodex icon

- Not all of the agencies appear on the first page. You will need to utilize the page rolodex to move to other listings (located on the left-hand side of the screen).

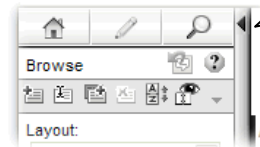
- At the bottom of the page, there is a "Review Selected Agencies" button that you can select to prepare to print.

- If you decide to add others, you may select the "Add Additional Agencies" button and it will send you back to the search menu you are in.

- Utilize the rolodex to expand the list of agencies selected and review.

- Before printing, push arrow key to close the left-hand side tool bar.

- Print using your web browser printing options (i.e. Select File to Print or printer icon on tool bar). All the sites you selected should print out.



Arrow that needs to be selected

- The **School-Based Partner** section lists the school-based sites by their corresponding school district. Also, there is an alphabetical listing with all the approved schools in case you are not sure which District your preferred school is in.

- Please read the headers (top) of the section you are interested in and follow the placement process for that school district. Requirements may vary.

- There is a printable fax transmittal sheet if the site you select requires you to use it.

- The "Return" button allows you to return to the main School-Based Partners search.

- Once you have selected the District that meets your needs, the next link will take you to a printable page.

4. The "Return to Search Menu" will allow you to go to the **Agency Partners** or **School-Based Partners** menu.
5. **Log off** when you have completed your search.

Students **MUST** serve at an approved site. If you wish to serve at a site not approved, visit the Center for Service-Learning for an Agency Involvement Packet.



Dear Cooperating Teacher,

_____, a student at Mesa Community College is enrolled in _____ (course), _____ (title), has chosen or is required to complete at least _____ hours of field experience utilizing a service-learning model in a K-12 instructional setting under the supervision of a certified teacher. Service-learning engages students in meaningful volunteer work that makes connections between what is studied in class and the realities of school classrooms in their community. The foci of the field experience include gleaning ideas on how to meet the needs of diverse student populations, gaining insights into how children and youth develop and learn, and garnering an understanding of the complexities of teaching in the 21st century. The student is expected to offer you assistance, under your supervision at all times, in your efforts to meet the educational needs of your students, such as:

- Tutoring students in reading, math, etc.
- Reading with and conducting small group reading comprehension discussions
- Assisting with the design and production of learning centers or bulletin boards
- Observing you while you prepare lessons, attend staff meetings, or conduct student conferences
- Grading assignments

In accepting this student, you would be accepting the following responsibilities:

- Meeting with the student to discuss their learning goals and providing feedback on their participation in your classroom
- Formally introducing the student to your class as a class assistant
- Providing opportunities for the student to fulfill their course learning objectives through meaningful interaction with your students; always under your supervision
- Providing and modeling effective teaching strategies
- Evaluating the student with the forms provided at the completion of their service hours

Your time and effort in providing a beneficial and memorable learning opportunity for future educators is greatly appreciated. Our goal is to make this experience mutually beneficial. If you have any questions, please contact the Education Studies Department instructor or the Center for Service-Learning staff.

Student Email: _____ Student Phone: _____

<i>MCC Education Studies Department</i>	<i>MCC Center for Service-Learning</i>
Instructor:	Duane Oakes or Dawn Rhodes
Phone:	480-461-7214 or 480-461-7763
Email:	oakes@mesacc.edu, drhodes@mesacc.edu



Placement Confirmation Form & Agreement of Conduct



**STUDENTS: Make copies for yourself, your MCC instructor(s) and agency supervisor and distribute.
(Submit original forms, green copy, to your primary service-learning course. Submit copies to all other courses.)**

Return completed forms to S-L Course's Service-Learning Assistant or Instructor by _____.

Student Name: _____ Student ID: _____

Complete Address: _____ Phone #: _____(H) _____(C)

Email Address: _____

PLEASE PRINT

Semester: Fall Spring Summer

Academic Year: _____

Primary SL Course (*i.e.* EDU221): _____

Class # (*i.e.* 15100): _____

Primary SL Instructor: _____

Days/Time: _____

Other SL Courses this semester w/ Class #: _____

Other SL Courses this semester w/ Class #: _____

*Please note: Your Primary Service-Learning Course is the course you will receive your Service-Learning Certificate of Completion.
You are responsible to submit copies of the forms and for any class work related to the service-learning component in your other classes.*

School: _____

Mentor Teacher: _____ Grade/Discipline: _____

Email Address: _____ Phone #: _____

Hours Required: _____ Student Start Date: _____ End Date: _____

Student's Service Responsibilities – List what activities the student will perform as it relates to their course objective(s)

Days and Times of Service: _____

Students! See Reverse Side & Complete the Experiential Education Assumption of Risk & Release of Liability Form

SLA: _____ Date Submitted: _____ Entered into Database:

AGREEMENT OF CONDUCT FOR SERVICE-LEARNING STUDENTS

Since MCC students represent themselves, their faculty member, the Center for Service-Learning, and Mesa Community College when placed in local schools and service agencies, the highest standards of professionalism and responsibility are expected. Compliance with the following expectations and responsibilities for professional conduct is required of all participants. I understand it is my responsibility to:

- Complete all required steps to ensure confirmed placement including, but not limited to, making initial contact with my agency, and submitting completed confirmation paperwork by the due date.
- Communicate with my agency supervisor about connections to course competencies to be met as a result of my service-learning experience and about appropriate options for active involvement.
- Comply with all rules, processes and policies of the site in regard to interns and/or volunteers. I understand the importance of signing in and out of my site, wearing appropriate identification, and working in view of supervisor for my safety and the safety of those with whom I will be working with.
- Provide proof of fingerprinting and other documentation as needed by the agency.
- Remain open to supervision and feedback from my agency supervisor concerning my attitude and performance. I understand that such constructive feedback will facilitate my personal development as a student.
- To accept the role of a “professional” in regard to committing to scheduling visits, reliable prompt attendance, appropriate attire (conservative), and mature communication. I understand that visible tattoos and body piercings, unnatural hair color, and provocative clothing are not appropriate or professional attire.
- Meet all target dates established by my instructor for placement, completed program paperwork, reflection journal entries, final project, and other course-related assignments and activities. I understand that being late or missing target dates may result in grade related consequences.
- Know that, upon completion of my service-learning, my agency supervisor will evaluate my attitude and performance in relation to how well I:
 - Work with agency employees and clients
 - Exhibit a positive and cooperative attitude
 - Attend as expected and am on time
 - Am actively engaged in appropriate service activities
 - Take initiative, “jump right in” as appropriate
- Make immediate contact with my agency supervisor in the event that I am unable to complete the service-learning.
- Bring to the attention of my instructor any difficulties in meeting the expectations for the service-learning project as outlined here and in class.

The undersigned have read and accept the terms of this confirmation and agreement form.

I agree to accept this student from Mesa Community College (MCC) and provide adequate supervision and training at this Service-Learning Placement Site. I understand that we, the Agency Partner, are responsible for screening applicants as needed to determine suitability; we understand MCC does not screen any of its students. MCC's Center for Service-Learning serves as a referral entity.

Mentor Teacher/School Supervisor

Date

As a student committed to this service-learning component of my class, I agree to devote the necessary time needed to the fulfillment of the service objectives and to meet the academic requirements of this service-learning experience.

MCC Service-Learning Student

Date



PHOTO RELEASE: I authorize the Maricopa Community Colleges (including its colleges and related entities) to photograph me and to use the photographs for educational or promotional purposes in any type of media. The photographs may not be used for profit without my express permission. I understand that I will not be paid or rewarded for providing this authorization.

MCC Service-Learning Student

Date

Students! See Reverse Side & Complete the Experiential Education Assumption of Risk & Release of Liability Form

SLA: _____ Date Submitted: _____ Entered into Database:

TOTAL HOURS (continued)											
DATE	ASSISTING W/TEACHER DUTIES		1:1 WORK W/STUDENTS		SMALL/LARGE GROUP INSTRUCTION		OBSERVATION		SPECIAL EVENTS		TEACHER INITIALS
	Hours	Subject(s)	Hours	Subject(s)	Hours	Subject(s)	Hours	Subject(s)	Hours	Subject(s)	
Total	0		0		0		0		0		

Education Studies Student Evaluation

This section to be completed and signed by the cooperating teacher.

Please rate this student accordingly, provide a brief explanation when necessary, and make specific comments about the motivation, interpersonal skills, work ethic, and other skills or attributes you observed in relation to this student.

This student:	Excellent	Good	Average	Fair	Needs Improvement
Works well with school employees and clients.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Takes initiative, "jumps right in," as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is actively engaged in appropriate activities when possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibits a positive and cooperative attitude.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attends as expected and is on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments _____

Cooperating Teacher's Signature _____

Date _____