



Agency Involvement Packet

Service-Learning & AmeriCorps at Mesa Community College

**Center for Service-Learning
Mesa Community College**

Faculty Director: Duane D. Oakes
Program Specialist: Dawn M. Rhodes

Students! If you are submitting this packet to add an agency or school, please complete the information below.

Name:

Phone Number:

Alternative Phone Number:

Email Address:

Thank you!

1833 West Southern Avenue
Mesa, AZ 85202

Telephone: (480) 461-7763

Fax: (480) 844-3148

drhodes@mesacc.edu

www.mccservicelearning.org

Facebook: MCC Service-Learning



 a Maricopa Community College



Center for Service-Learning
1833 West Southern Avenue
Mesa, AZ 85202

Dear Agency Representative,

The Maricopa County Community College District (MCCCD) is a public education institution with ten colleges: *Chandler-Gilbert, Estrella Mountain, Gateway, Glendale, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, and South Mountain*. Mesa Community College (MCC) is committed to making a difference in the community by encouraging students to learn first-hand about possible educational opportunities and career ventures. Our mission is to also prepare our students to become active citizens, and we would like to ask for your assistance in helping to achieve this.

As part of the curriculum in some college classes, students are asked to participate in a service-learning project. Students may also register for the independent service-learning module. In these field experiences, students select an agency that relates to their career interest, social issue, or theme that is studied in the course. This enables students to learn about these issues firsthand by serving at that agency. You are invited to become one of MCC's service-learning partners and participate in our programs.

In this packet you will find information explaining MCC's Service-Learning programs. If you are interested in becoming one of our service-learning partners, please complete and return **original** copies of these forms:

- MCCCD Experiential Education Partnership Agreement (if not signed already)
- Understanding of Expectations (completed by all agencies)
- Service-Learning Agency Information Form (completed by all agencies)

It is important that the **original** forms, signed by someone with *legal* authority for your agency, be returned as soon as possible in order for students to serve at your agency (please note that individual schools can not enter into this agreement on behalf of their school district). *In addition to the forms listed above, each agency must submit a certificate of insurance* (details listed in the "Needed Documents Checklist" section). If you want to check to see if your agency has already signed the MCCCD Experiential Education Partnership Agreement, visit the district website at: http://www.maricopa.edu/legal/search_eepa/index.html. Please be as detailed as possible about the experiences your organization can provide to our students. If you need more information about our programs, please visit our website at: www.mccservicelearning.org. Our department functions as a referral agency, not a placement agency, so it is important to know that a student(s) placement is not a guarantee. Once we have the needed documents, your agency may be placed in the District database as well as in our online database

The Maricopa County Community College District and Mesa Community College looks forward to partnering with your agency and being able to provide educational opportunities for our students as well as provide service to the community through your agency. If you have any questions, please call (480) 461-7763 or email at drhodes@mesacc.edu.

Sincerely,

Dawn Rhodes

Dawn Rhodes
Program Specialist

Duane D. Oakes

Duane D. Oakes
Faculty Director

OUR SERVICE-LEARNING & AMERICORPS PROGRAMS

Our Mission Statement

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 social responsibility.

Service-Learning

Service-Learning is a teaching and learning method that connects meaningful community service with academic learning through guided reflection. Areas of focus include:

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

The Center for Service-Learning provides students with educational opportunities in community service through placement in government agencies, educational entities, civic organizations, and advocacy groups. The Center also fulfills community needs, by maintaining and developing partnerships between college, student, and community, as well as providing assistance to faculty who are interested in developing service-learning components in their courses.

The service-learning options offered at MCC include:

- **One Shot Modules:** Faculty member incorporates a one-day service event into his/her class. Students generally serve between 3-6 hours.
- **Group Projects:** Integration of service-learning, with a group of 3-6 class members, into existing courses allows students to participate in community service as part of their normal curriculum in lieu of a class assignment, class presentation, research paper, or exams. Grading is typically based on quality of project and not the amount of hours completed.
- **In-Course Modules:** Integration of service-learning into existing courses allows students to participate in community service as part of their normal curriculum in lieu of a class assignment, class presentation, research paper, or exams. Service hours given to the community via these options average more than 15,000 hours per year. Requirements similar to those of the independent modules are adapted at the discretion of the faculty.
- **Independent Modules:** These have been offered to students since the fall of 1992. Approximately 200 students per year enroll in these classes, representing an average of 25,000 service hours to the community. Students can register for these internship-type courses for one, two, or three credits a semester. The courses are a blend of academic study and community service, under the supervision of a faculty member within the discipline. Core requirements include 50 service contact hours per credit hour, a learning plan, a reflective journal, an analytical paper and attendance to reflective sessions. Credit is given upon completion of the core requirements.

AmeriCorps

AmeriCorps is a National Service Program designed to serve our community and meet the nation's critical needs. Members who serve our community in one of three goal areas are eligible to receive an educational award. Goals areas include education, healthcare, and capacity building. Term lengths vary from 300, 450, and 675 hours within one year to 900 hours within two years. Members can earn between \$1100 and \$2500 in education awards that can be used toward tuition or a student loan.



For more information, visit our website at www.mccservicelearning.org

EXPECTATIONS OF PARTICIPATING INSTITUTIONS

These expectations identify the responsibilities of organizations that desire the assistance of college Service-Learning students to assist paid staff. Revisions can be made by mutual agreement at any time.

I. The Agency

- Complete the Understanding of Expectations, Service-Learning Agency Information form, and the MCCCED Experiential Education Partnership Agreement, and send a copy of the agency's certificate of insurance that meets the MCCCED requirements.
- Interview each Service-Learning student to clarify the responsibilities of the specific placement, and place them appropriately within your organization.
- Authorize student placement by signing the Student Service-Learning Placement Confirmation form that will be brought by the student. The student, as notification of your acceptance, returns this form to us.
- Meet with service-learning students, and possibly their faculty supervisor, to review and further develop a comprehensive learning plan that contains a variety of objectives and activities. This plan, with the agency supervisor's input, is necessary in order to provide the student with an overview of the scope of their work and learning opportunities at the agency, and to guide the student's learning.
- Provide an orientation to Service-Learning students, effective to the special needs of the organization. Inform students of resources needed to perform their responsibilities (i.e. uniforms, activity supplies, office space). If extra costs are incurred by any of these, please inform the students prior to the start of their service.
- Provide appropriate supervision by a paid employee to all Service-Learning students. College students may not be placed in an environment that leaves them alone with children.
- Provide students with safe working conditions within which to provide services.
- Give appropriate recognition, appreciation, and reassurance to Service-Learning students.
- Comply with college policies on affirmative action, Americans with Disabilities Act and sexual harassment since the student's work is considered to be an extension of his/her education, sponsored and supported by the college.

II. Agency Supervisor

- Comply with the agency expectations stated above.
- Assist the Service-Learning students in developing self-learning and effective skills.
- Complete and sign the final evaluation and return to the student. Any perceived inadequacy in student performance should be considered whenever possible as opportunities for growth. Unresolved conflicts should be discussed with the faculty supervisor, and if they are unavailable, the Center for Service-Learning.

III. The Center for Service-Learning

- Refer students to the organization for placement.
- Monitor project activities of the organization to assess and/or discuss the needs of students and the project.
- Provide appropriate recognition, appreciation, and reassurance to Service-Learning students.
- Maintain ongoing relationships with organizations to facilitate cooperation and information sharing.

IV. Other

- Student Transportation: Service-Learning students are responsible for their own transportation.
- Separation from Service: Organization may request the removal of students at any time. MCC may recall a student if deemed necessary. Students may resign from service to the organization or from the program at any time.
- Restricted Activities: The organization may not request, assign, or permit students to conduct or engage in religious, sectarian or political activity unless s/he elects to on their own free will. Further students are restricted from instruction activities beyond their capabilities.
- Displacement of Employee: The organization may not assign Service-Learning students to any assignment, which would displace full-time employed workers or impair existing contracts for services.
- Amendments: This Agreement may be amended at any time in writing by the concurrence of both parties.

Please return the following to the Center for Service-Learning:

- 1) MCCCED Experiential Education Partnership Agreement
- 2) Understanding of Expectations
- 3) Service-Learning Agency Information Form
- 4) Certificate of Insurance

MESA COMMUNITY COLLEGE
UNDERSTANDING OF EXPECTATIONS

Between Individual Institutions and the Center for Service-Learning at Mesa Community College

Please print or type the following information:

Agency/School Name: _____

We would like to be considered as a placement agency with the Center for Service-Learning at Mesa Community College so that we will be able to receive the assistance of college students who engage in service-learning, volunteer, or co-curricular activities as a part of their academic coursework.

Service Agreement:

I. Agency

We, _____ (agency), agree to accept the services of college student(s) who desire relevant experience in their chosen field of academic study or social concern. Further, we commit to the following:

1. To provide adequate information, training, and assistance for any college students placed with our agency to be able to meet the responsibilities of their position.
2. To ensure diligent supervisory aid to the students and to provide feedback on performance. We understand that college students may not be left alone with children.
3. To respect the skills, dignity, and individual needs of the students, and to do our best to adjust to these individual requirements.
4. Comply with all expectations outlined in the "Expectations of Participating Institutions"
5. Have on file with MCCD the Experiential Education Partnership Agreement and certificate of insurance as outlined

I certify that we are a:

- | | | |
|--|--|--|
| <input type="checkbox"/> Nonprofit Organization | <input type="checkbox"/> Government Entity | <input type="checkbox"/> For-profit Business |
| <input type="checkbox"/> Public School | <input type="checkbox"/> Charter School | <input type="checkbox"/> Private School |
| <input type="checkbox"/> Other (please specify): _____ | | |

II. Agreed To:

Agency Representative Name

Agency Representative Signature

Title

Date

AGENCY INFORMATION FORM

Please **PRINT or TYPE** the information being as detailed as possible, but we ask that you limit your responses.
Separate forms may be used for separate opportunities.

Name of Agency/School

School District (if applicable)

Agency Address

Mailing Address (if different)

City, State & Zip

City, State & Zip

Contact Person & Job Title

Major Crossroads

_() _____
Phone

_() _____
Fax

E-mail of Contact Person

Internet Website Address

Brief Description of Your Agency/School Function: (What do you do?)

Select the keywords you would use to identify your agency: Adult Animals Arts/Fine Arts
 Child Abuse Prevention Child Safety Children Crisis Disabilities Education Elderly
 Emergency Environment Government Healthcare Homelessness Hunger Mentoring
 Public Safety Recreation Technology Youth Other _____

Qualifications/Skills Desired of Service-Learning Students: (What kind of characteristics are you looking for?)

General Responsibilities of Service-Learning Students: (Describe anticipated service opportunities)

Special Conditions/Requirements: (Time commitment, fees, background check, etc.)

Brief Description of Orientation and Training Provided by Agency: (On the job, formal training, etc.)

Agency/School Hours of Operation: (Days and times of need for service-learning students)

This form is submitted for a **ONE-TIME ONLY** placement opportunity. Do not list in database:

We allow court ordered community restitution service hours:

Service-Learning Options: (Please check all that apply)

One Shot Module
(3 to 6 hours)

In-Course Module
(10 to 30 hours)

Group Projects
(3-6 people per group)

Independent Module
(50 to 150 hours)

We would accept AmeriCorps Members (300-900 hours of service):

NEEDED DOCUMENTATION CHECKLIST

In order for any student from our college to work with you, we require our partner agencies/schools to enter into a formal partnership agreement with us. The following forms are needed:

- MCCCDC Experiential Education Partnership Agreement form, which requires the signature of the person in legal authority to enter into a legally binding agreement with our District (if not signed already).
- Understanding of Expectations (completed by all agencies)
- Service-Learning Agency Information Form (completed by all agencies)
- Certificate of Insurance (if not already submitted by agency)

It is important that the **original** forms, signed by someone with legal authority for your agency, be returned as soon as possible in order for students to serve at your agency. *Please note that individual schools may not enter into this agreement on behalf of the school district. All agreements with school districts need to be signed by the superintendent's office.*

		CERTIFICATE OF INSURANCE		ISSUE DATE 05/18/2001
PRODUCER		This certificate is issued as a matter of information only and confers no rights upon the Certificate Holder. This Certificate does not amend, extend or alter the coverage afforded by the policies below.		
		COMPANIES AFFORDING COVERAGE		
		Company A		
INSURED		Company B		
		Company C		
		Company D		
		Company E		
This is to certify that the policies of insurance described herein have been issued to the Insured named herein for the policy period indicated. Notwithstanding any requirement, term or condition of contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, conditions and exclusions of such policies. Limits shown may have been reduced by paid claims.				
CO LT	TYPE OF INSURANCE	POLICY NUMBER	EFFECTIVE EXPIRATION	LIMITS OF LIABILITY
A	GENERAL LIABILITY <input checked="" type="checkbox"/> Commercial General Liability <input type="checkbox"/> Claims Made <input checked="" type="checkbox"/> Occurrence <input type="checkbox"/> Owners' and Contractors' Protection <input type="checkbox"/> General Aggregate Limit applies per: <input type="checkbox"/> Policy <input type="checkbox"/> Project <input type="checkbox"/> Location			EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE MEDICAL EXPENSE PERS. AND ADVERTISING INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS AND COMP. OPER. AGG. \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> Any Automobile <input type="checkbox"/> All Owned Automobiles <input type="checkbox"/> Scheduled Automobiles <input type="checkbox"/> Hired Automobiles <input type="checkbox"/> Non-owned Automobiles			COMBINED SINGLE LIMIT \$ 1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) COMPREHENSIVE COLLISION
A	WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY			WC Statutory Limit <input checked="" type="checkbox"/> Other <input type="checkbox"/> EL EACH ACCIDENT \$ 100,000 EL DISEASE (Each employee) \$ 100,000 EL DISEASE (Policy Limit) \$ 500,000
	EXCESS LIABILITY <input type="checkbox"/> Occurrence <input type="checkbox"/> Claims Made			EACH OCCURRENCE AGGREGATE
Maricopa County Community College District, its agents, officers, officials, employees, and volunteers are hereby named as additional insureds as their interest may appear.				
CERTIFICATE HOLDER Maricopa County Community College District 2411 West 14th Street Tempe, AZ 85281-6942		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT A FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE ISSUER, COMPANY, ITS AGENTS OR REPRESENTATIVES.		
		Authorized Representative		
Certificate ID # T22W8CIU				

Certificate of Insurance

- 1) Certificate Holder:
Maricopa County Community College District
2411 W. 14th Street
Tempe, AZ 85281-6942
ATTN: Risk Management
- 2) MCCCDC named as additional insured:
Maricopa County Community College District, its agents, officers, officials, employees, and volunteers are hereby named as additional insureds as their interest may appear.
- 3) 30-day cancellation notice

The certificate must also include, at *minimum*, the following:

- 1) General Liability of \$1,000,000
- 2) Automobile Liability of \$1,000,000
- 3) Workers' Compensation with statutory limits*

*Certain employers may be exempt for Worker's Compensation. If so, a letter attesting to the exemption must accompany the certificate.