## Service-Learning at MCC

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

It also:

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

## Why would I want to participate in Service-Learning?

- **HANDS ON LEARNING!**
  Learn in a professional community setting, outside of the classroom environment.
- **MAKE A DIFFERENCE!**
  Give back to your community. Change the world through your touch upon the lives of others...One life at a time!
- **NETWORK! NETWORK! NETWORK!**
  Service-Learning is work experience! Meet people in your career field who will get to know you and support your professional growth.
- **COMMUNICATE!**
  Sharpen your communication skills! Learn the workplace interaction skills most desired by employers in your career area.
- **BRIGHTEN YOUR FUTURE!**
  Service-Learning is a career experience! Work in the field you would like to pursue after graduation. Try your career on for size.
- **MARKET YOURSELF!**
  Planning to further your higher education? Colleges, Universities and employers look for Service-Learning and community service among their top applicants.
- **STRENGTHEN YOUR RESUME!**
  Use your Service-Learning involvement as work experience or volunteer experience -- it’s your choice.

## Telephone Protocol for College Students

When arranging your placement be mindful of how busy the agency staff can be and try to be patient. Below you will find some helpful procedures when contacting your agency representative. Remember to take along your Placement Confirmation Form when you visit the agency for your interview.

1. **Identify yourself as a Mesa Community College student.**
2. **Clearly state potential dates that the group can meet to conduct an interview.**
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
   - 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.**
   - Good luck and enjoy your service experience!!!

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**MCC at Southern & Dobson**

KSC Clock Tower, Lower Level  
(480) 461-7393

**MCC at Red Mountain**

Palo Verde Bldg., Room 213  
(480) 654-7821

**MCCServes.org** – listing of one shot or short term projects  
servicelearning@mesacc.edu  
www.mccservicelearning.org  
Facebook: MCC Service-Learning

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**Group Information & Forms**
### Group Placement Confirmation Form & Agreement of Conduct

**STUDENTS:** Make copies for yourself, your MCC instructor(s) and agency supervisor as needed *(Submit original forms, to your Service-Learning Assistant or instructor)*

Return completed original form to Service-Learning Assistant or Instructor by ________________.

<table>
<thead>
<tr>
<th>Student’s Name &amp; ID:</th>
<th>Student’s Name &amp; ID:</th>
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**Semester:**
- Fall [ ]
- Spring [ ]
- Summer [ ]
- Academic Year: ______________________

**SL Course (e.g. COM 100):** ___________________________________________

**SL Instructor:** _____________________________________________________

**Agency:** _____________________________________________________________________________________________________

**Agency Supervisor:** _________________________________________

**Agency Address:** ___________________________________________

**Agency Phone:** _____________________________________

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**Preflection** – Prior to going to the agency, as a group please answer the following questions:

1. Why did we choose this placement site? _______________________________________________________________________
   ______________________________________________________________________________________________________________

2. What is the course objective(s) for this class? ___________________________________________________________________
   ______________________________________________________________________________________________________________

3. What do we want to gain from this experience? _________________________________________________________________
   ______________________________________________________________________________________________________________

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**Hours Required (if applicable):** __________

**Start Date:** __________

**End Date:** __________

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**Group Project** – With the agency representative, define what project(s) the team will focus on that meet the course assignment

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

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**Days & Times of Service** – by group member if needed

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

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*See Reverse Side – Students! 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, the college and the Center for Service-Learning 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 for complete and confirmed placement including making initial contact with my agency, and completing and submitting 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 working in view of supervisor for my safety and the safety of those with whom I will be working with.
- 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 is 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.
- 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. Further, we, the Agency Partner, understand MCC does not screen any of its students. MCC and the Center for Service-Learning serve as a referral site for service-learning projects.

Agency Supervisor’s Signature ____________________________ Date ____________________________

ATTENTION! If you communicate via email with your supervisor, please attach the confirmation email indicating placement/assignment. Either a signature or confirmation email is required!!!

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

Student’s Signature ____________________________ Student’s Signature ____________________________

Student’s Signature ____________________________ Student’s Signature ____________________________

Student’s Signature ____________________________ Student’s Signature ____________________________

Student’s Signature ____________________________ Student’s Signature ____________________________

~ Submit one (1) Group Confirmation Form and Agreement of conduct per group!

~ Submit one (1) Assumption of Risk and Release of Liability per person!

~ Submit one (1) Group Service-Learning Contact log per group!

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

SLA: ____________________________ Date Submitted: ____________________________ Entered into Database: ☐
GROUP SERVICE-LEARNING CONTACT LOG

GROUP MEMBER’S NAMES: ________________________________________________________________________________________________

MCC INSTRUCTOR: ___________________________  MCC CLASS NAME: _______________________  DAY/TIME: _____________________

SERVICE-LEARNING ASSISTANT: _________________________________________________________  SUBMITTED: _________________

AGENCY SITE: _________________________________________________________________________________________________________

AGENCY SUPERVISOR: ________________________________________________  PHONE #: ______________________________

Group members, please complete the information outlined below for each group member. Print Legibly!!!

<table>
<thead>
<tr>
<th>Group Members Name</th>
<th>Duties/Projects by Group Member</th>
<th>Date(s) Served</th>
<th>Timeframe Served (i.e. 1:00pm to 3:00pm)</th>
<th>Total Hours Served (i.e. 2)</th>
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I certify the above students completed the project(s) and hours as outlined above.

Agency Supervisor’s Signature ___________________________ Date _______________

NOTE: Submit one (1) log per group

★★★ Supervisors, please complete reverse side! ★★★
Thank you for taking the time to supervise and mentor our students. We appreciate your invaluable contribute. Please take a few moments to complete this evaluation and provide any comments you wish.

Please rate this group accordingly, provide brief explanation when necessary, and make specific positive comments on the motivation, interpersonal skills, work ethic, and other skills or attributes you have observed.

<table>
<thead>
<tr>
<th>This group...</th>
<th>Excellent</th>
<th>Good</th>
<th>Undecided</th>
<th>Fair</th>
<th>Needs Improvement</th>
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<tbody>
<tr>
<td>Worked well as a team</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Worked well with agency employees and clients</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Took initiative, “jumped right in” as appropriate</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Was actively engaged in appropriate service activities</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<tr>
<td>Exhibits a positive and cooperative attitude</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<tr>
<td>Attended as expected and was on time</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
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</table>

COMMENTS: _____________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________

AGENCY SUPERVISOR’S SIGNATURE: _______________________________________________________________ DATE: ___________________________

★★★ Supervisors, please complete reverse side! ★★★