

SUBMITTING SERVICE-LEARNING PAPERWORK



Follow these instructions to submit your service-learning paperwork to the Center for Community & Civic Engagement.

Forms to Submit:

- 1) Placement Confirmation Form & Agreement of Conduct
- 2) Experiential Education Assumption of Risk and Release of Liability
- 3) Education Students Service-Learning Contact Log

The first two forms should be submitted BEFORE you start your service. The last form when are done with your service.

1. Submit forms via your student email to servicelearning@mesacc.edu or fax to 480-844-3148
2. Subject Line: Course Name, Section Number, Instructor's Last Name (i.e. EDU221, 32345, Hauptli)
3. PDF files are preferred:
 - a. Scan the completed document(s) using a **Free Scanner App** to convert to a pdf. Suggested apps are **Microsoft Office Lens** and **AdobeScan**.
You may also use your **iPhone/iPad Notes** app
4. Do not include these instructions or pages 1-4 (overview handouts) with your paperwork

Questions? Email servicelearning@mesacc.edu



**MESA
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

Service-Learning for Education



**MESA
COMMUNITY COLLEGE**
A MARICOPA COMMUNITY COLLEGE



In-Course Module Placement Packet for EDU and EED prefixes

Service-Learning

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

Areas of focus include:

- Critical Thinking & Problem Solving
- Clarification of Values
- Career Exploration
- Social & Personal Development
- Civic & Community Engagement

It also:

- Connects academic knowledge with experiential education
- Offers valuable hands-on experience
- Supports community strengthening efforts

Civic Engagement

Civic engagement encompasses actions to promote the quality of life in the community, through both political and non-political processes.

Community Engagement

Community engagement describes the collaboration between institutions of higher education and their larger communities for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.

Center for Community & Civic Engagement

The mission of the Center for Community & Civic Engagement is to promote excellence in teaching and learning through civic engagement programs that cultivate service-learning, collaborate with the community, develop co-curricular service projects, encourage civic and servant leadership, foster social responsibility, and promote personal growth.

Southern & Dobson Campus

KSC 35N, Lower Level
480-461-7393

Email: servicelearning@mesacc.edu
Fax: 480-844-3148

Red Mountain – Academic Engagement Center

Desert Willow Bldg., Room 135
480-654-7821

website: www.mesacc.edu/getengaged
facebook: MCCEngagementCenter

I. Forms Overview

1. Teacher Letter – leave this letter with your cooperating teacher
2. Placement Confirmation Form & Agreement of Conduct – submit before you start
3. Assumption of Risk – submit before you start
4. Contact Log – submit upon completion of hours

II. Fingerprint Clearance Card

If you need a fingerprint clearance card, please visit: <http://www.mesacc.edu/community-civic-engagement/forms>



III. Placement Process

You place yourself for your service-learning experience by contacting an agency you wish to serve at and asking if they have an opportunity available. If you need assistance, visit the Center for Community & Civic Engagement and one of the staff members can assist you. tinyurl.com/MCCServiceSites

IV. Paperwork

Give the **Cooperating Teacher Letter (#1)** to your cooperating teacher (The school keeps this!).

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 (#2)** and the **Assumption of Risk Form (#3)**. Submit these forms to the Center for Community & Civic Engagement.

When you have completed your service hours, submit the signed and completed **Contact Log (#4)** (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 the Center for Community & Civic Engagement.

V. Service-Learning Assistants

A Service-Learning Assistant (SLA) is a student leader in the class who will assist the Service-Learning Program Coordinator and instructor with the overall service-learning experience.

VI. 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.

VII. Where can I serve?

See the next page for more information on viewing a list of our approved agencies. If you wish to contact a school that is **NOT** one of our current partners, visit the Center for Community & Civic Engagement 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.

Enjoy your service!

Notes:

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!

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
- 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 chose it as an option to graduate from MCC with the Honors designation
- They need an extra credit to maintain scholarship, financial aid, and/or athletic eligibility
- They want the service documented on their transcripts

Visit the Center for Community & Civic Engagement for an application and to register!

Making a Difference Grants



The Making a 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 Community & Civic Engagement for an application and details.

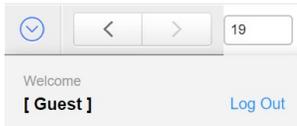
Service Awards & Scholarship

1. **Excellence in Service Award**: Awarded to any MCC student who has made an outstanding commitment to service while attending MCC. Recipients will receive a medallion suitable to wear at commencement.
2. **President's Volunteer Service Award**: A recognition program for Americans who contribute a significant amount of time to volunteer service. Levels of awards include: Bronze, Silver, Gold, and Lifetime Achievement.
3. **Service Scholarships**: We support and promote various service scholarships to recognize students who have made a difference in our community.



School Selection Process

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

1. Visit our online agency partner database on our department's website at www.mesacc.edu/getengaged and select the **Service Sites button** on the department's homepage to find the "Access the Service Sites Database" button 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, School Based, and By Category** menu tabs. On the tab you select to search, click the "Perform Search Now" button to begin your search.
 - The **Agency Partner** section contains an alphabetical list of nonprofit and government agencies that have completed the necessary partnership paperwork.
 - 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."
 - Not all of the agencies appear on the first page. Utilize the page arrows to move to other listings (located on the upper left-hand side of the screen).A screenshot showing two navigation arrows, one pointing left and one pointing right, with the text "Arrows in top header to move through records" below them.
 - At the top and bottom of the page, there is a "Review Records Selected" button that you can select to prepare to print.
 - If you decide to add others, you may select the "Add Community Based Agencies" button and it will send you back to the search menu you are in.
 - The **School Based** 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 vary.
 - Along with each school district header, there are forms, if applicable, per district.
 - Within each school district record, the "Return" button allows you to return to the main School-Based Partners search.
 - The **By Category** section is a way to search by the Agency name, zip code, possible discipline, etc.
 - Click the "Create a Find and Submit" button. You are now in find mode. Enter any of the criteria you wish to look for. Click the "Continue" button in the top right of the screen to find the records that meet that criteria.
 - *****Make sure your agency is marked as available *****
4. The "Return to Search Menu" allows you to go back to the main menu.
5. **Log off** when you have completed your search. Click the down arrow in the top left of the screen.A screenshot of a user interface showing a dropdown menu with a down arrow, navigation arrows, a page number '19', and a 'Log Out' button.

*Students **MUST** serve at an approved site. If you wish to serve at an agency not approved, visit the Center for Community & Civic Engagement for an Agency Involvement Packet.*

Center for Community & Civic Engagement

Southern & Dobson Campus, KSC Clock Tower, Lower Level, 480-461-7393

Red Mountain Campus, Academic Engagement Center, Desert Willow Bldg., Room 135, 480-654-7821



**MESA
COMMUNITY COLLEGE**
A MARICOPA COMMUNITY COLLEGE



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 always, in your efforts to meet the educational needs of your students, such as:

- Virtual Learning Option: students can support online instruction by monitoring chats, creating virtual games, activities, or tests, creating online forms, etc.
- 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. We are willing to train our students in any virtual platforms or technologies you are using in your classroom. If you have any questions, please contact the Education Studies Department instructor or the Center for Community & Civic Engagement staff.

<i>MCC Student</i>	<i>MCC Education Studies Department</i>
Phone:	Instructor:
Email:	Phone:
Availability:	Email:

AGREEMENT OF CONDUCT FOR SERVICE-LEARNING STUDENTS

Since MCC students represent themselves, their faculty member, the Center for Community & Civic Engagement, 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 regards to: committing to scheduled visits, reliable attendance, appropriate attire (conservative), and mature communication. I understand that visible tattoos, body piercings, and unnatural hair color may not be appropriate.
- 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 Community & Civic Engagement 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 or video me and to use the photographs or videos 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, complete the Experiential Education Assumption of Risk & Release of Liability Form



Please download the Assumption of Risk from our department's forms page.

[Fall 2022 Experiential Education Assumption of Risk & Release of Liability](#)

Education Studies Service-Learning Contact Log

This section to be completed by the student.

Student Name _____ Student ID# _____ MEID _____

Phone # _____ home cell Email Address _____

Primary Service-Learning Course: Course Name (i.e. EDU221): _____ Course # (i.e. 15100): _____ Day & Time of Course: _____ Instructor: _____	2nd Service-Learning Course: Course Name (i.e. EED205): _____ Course # (i.e. 15102): _____ Day & Time of Course: _____ Instructor: _____	3rd Service-Learning Course: Course Name (i.e. MAT256): _____ Course # (i.e. 15105): _____ Day & Time of Course: _____ Instructor: _____
--	--	--

(Submit original form, green copy, to your primary service-learning course. Submit copies to other courses.)
Note: Your Primary Service-Learning Course is the course you will receive your Service-Learning Certificate of Completion.

Types of Students Served: English Language Learners Students with IEP's

Education Studies Student Evaluation

This section to be completed and signed by the cooperating teacher after the student's hours are completed.

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	Fair	Average	Needs Improvement
Works well with school employees and clients.					
Takes initiative, "jumps right in," as appropriate.					
Is actively engaged in appropriate activities when possible.					
Exhibits a positive and cooperative attitude.					
Attends as expected and is on time.					

Comments _____

School _____ Cooperating Teacher's Printed Name _____
Signature _____ Date _____ Total Hours Served _____

Please Complete Reverse Side

(Submit forms via email (servicelearning@mesacc.edu) or fax (480-844-3148) by due dates outlined in your syllabus.

