

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) Service-Learning Contact Log

*The first two forms should be submitted **BEFORE** you start your service. The last form upon completion of your service. See *instructor syllabus* for due dates.

In-Person Students

1. Submit original, hard copy forms, to your Service-Learning Assistant or the Center for Community & Civic Engagement.

Online Students (Online, Live Online)

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. CRE101, 32345, Smith)
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 with your paperwork

Questions? Email servicelearning@mesacc.edu



**MESA
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

Mesa Community College Service-Learning

Short Term Placement Packet



**MESA
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

Center for Community & Civic Engagement
Southern & Dobson Campus
KSC 35N, Lower Level
(480) 461-7393

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

www.mesacc.edu/getengaged (Department website)
www.mesacc.edu/mccserves (One-time service offerings)
servicelearning@mesacc.edu
Facebook: MCCEngagementCenter

Service-Learning at MCC

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
- Values Clarification
- Career Exploration
- Social and Personal Development
- Civic and Community Engagement

It also:

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

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 introducing yourself to potential agencies you choose to contact. 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 looking for a service-learning placement with their agency.
2. Clearly state the number of hours you must 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.

Good luck and enjoy your service experience!!!

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.



Short Term Placement & Validation Form
Center for Community & Civic Engagement

Return completed original form to Service-Learning Assistant or CCCE by _____. Print neatly!!!

Student's Name _____ Student ID _____ MEID _____

Instructor's Name _____ Course Name _____ Course # _____ Day & Time of Class _____

Name of Placement Site _____

Address of Placement Site _____ City _____ State _____ Zip Code _____

Placement Supervisor's Name _____ Title _____ Phone Number _____

PHOTO RELEASE - OPTIONAL

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 or videos may not be used for profit without my express permission. I understand that I will not be paid or rewarded for providing this authorization.

Student Signature _____ Date: _____

Please outline when you served and briefly describe the tasks that you completed.

<i>Date of Service</i>	<i>Hours of Service</i>	<i>Activities Completed/ Service Provided</i>	<i>Supervisor Initials</i>

Please rate this student accordingly. Thank you for taking the time to evaluation and supervise this student.

	Excellent	Good	Undecided	Fair	Needs Improvement
Worked well with agency employees and clients	5	4	3	2	1
Took initiative, "jumped right in" as appropriate	5	4	3	2	1
Attended as expected and was on time	5	4	3	2	1

I accepted this student from Mesa Community College (MCC) and provided adequate training and supervision. Further, our organization understands that MCC does not screen any of its students. MCC and the Center for Community & Civic Engagement serve as a referral site for service-learning placement. I certify that _____ (student name) completed _____ service hours.

Placement Supervisor's Signature _____ Printed Name _____ Date _____



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

[Fall 2023 Experiential Education Assumption of Risk & Release of Liability](#)