



Office of Student Teaching and Field Placement SERVICE-LEARNING PACKET



Service-Learning Web-based Application Instructions

All students participating in service-learning should use the web-based application system. The system is managed by the Center for Community Involvement. If you have any problems, contact your campus office*.


InterAmerican/Wolfson:305-237-3848

Homestead:305-237-5205

Hialeah:305-237-8858

Kendall/West: 305-237-0859

North: 305-237-1820

1. Go to www.mdc.edu/cci.
2. Click on  "SERVICE-LEARNING WEB-BASED STUDENT APPLICATION."
3. Enter your "my MDC Account ID" and your "Password." Note: A more detailed user guide is available by selecting "Help" next to where you entered your password.
4. Select "Start New Application."
5. Select the course that you are taking which requires service-learning hours and complete any missing information about yourself (gender, cell phone number, e-mail address).
6. Select "Proceed to Agency Selection." All Miami-Dade County Public Schools will be listed.
8. Select the school where you will do service-learning.

Note: If you choose a school that isn't listed (or if you aren't sure which school you are going to choose), select "_ If your desired agency is not listed, check box and fill out this form." Print the form ("Service-Learning Site Approval Form") and submit it with your "Placement Confirmation Agreement" at a later date (Note: All Miami-Dade County Public Schools are approved placements – and therefore you do not need the "Site Approval Form" if you participate at a public school).

M-DCPS website= www.dadeschools.net.

9. Once you have chosen your school, select "Submit Application & Finish."
10. Print the "**Service-Learning Placement Confirmation Agreement**" to take to the school where you are going to fulfill your hours, and complete the agreement with your supervisor.
11. Submit the signed "Service-Learning Placement Confirmation Agreement" to your instructor or your campus Center for Community Involvement (if so instructed by your instructor) no later than your instructor's deadline so your placement can be changed from "Pending" to "Approved."
12. Print the two-page "**Student Service-Learning Hour Report**" / "**Agency Evaluation of Student**" by clicking on the link provided. With these forms, keep track of your hours, and have your supervising teacher complete the evaluation form at the end of your service. Both of these forms must be submitted by your instructor's deadline (generally three weeks before the end of the term). **Deadline**: _____
13. Return to www.mdc.edu/cci and click on "SERVICE-LEARNING WEB-BASED STUDENT APPLICATION" to complete the end of the semester "**Survey**" no later than three weeks before the end of the semester. **Deadline** _____ (This survey is submitted ON-LINE.)

In order to ensure that you receive credit for your project, all paperwork must be submitted on time!!!