



Office of Student Teaching and Field Placement SERVICE-LEARNING PACKET

FREQUENTLY ASKED QUESTIONS

1. **How many hours of SOE service-learning are required?** Fifteen hours of SOE service-learning are required for each course, EDF 1005 and EDF 2085.
2. **Where does this requirement come from and what exactly is required?** The Florida Department of Education requires that all teacher education students complete 15 hours of SOE service-learning for each above-captioned course.
3. **What SOE service-learning placement settings are allowed?** A classroom setting in an accredited educational institution – generally a K-12 school in the M-DCPS system.
4. **What exactly do I do during the 15 hours?** SOE service-learning requires that students systematically observe and analyze information in the field setting as well as participate and assist with any activity benefiting the learners and the community, while reflecting on the introduced FEAPs and their application to each particular course.
5. **Can I complete the SOE service-learning requirement in an after-school program?** No, the SOE service-learning requirement must be completed during regular school hours under the supervision of a teacher.
6. **Can I complete the SOE service-learning requirement in an adult education program?** Yes, as long as it is part of the regular school programming (K-12) and the classroom is supervised by a certified teacher.
7. **Can I complete the SOE service-learning requirement in a charter school?** Yes, most charter schools fall within the M-DCPS system and are an acceptable placement.
8. **If I am an Early Childhood major, can I complete the SOE service-learning requirement in a Pre-K or kindergarten classroom located at an elementary school?** Yes. Only Early Childhood Education students are allowed to complete hours in a Pre-K or kindergarten classroom or the SOE Pre-School Lab located at North campus.
9. **If I am an Early Childhood major, can I complete the SOE service-learning requirement in a childcare center?** No, you must be in a pre K-12 educational setting within the M-DCPS system or the SOE Pre-School Lab located at North campus.
10. **Can I complete the SOE service-learning requirement in Broward or Monroe Counties?** Please talk to your SOE instructor and contact the Student Teaching and Field Placement office for assistance with this.

11. **How do I locate the school where I can complete the SOE service-learning requirement?** For a complete listing of all M-DCPS schools visit <http://www2.dadeschools.net/schools/schoolinformation/>.
12. **Can I complete the SOE service-learning requirement at a school where I work?** If you are a degree-seeking student at MDC, you cannot complete the SOE service-learning requirement at a school where you work. If you are a teacher seeking recertification credit, you can complete the SOE service-learning requirement at the school where you work with prior permission from the SOE Instructor. In such cases, the required hours must be completed outside of work hours and in an area different from your regular assignment.
13. **Can I complete the SOE service-learning requirement in a non-accredited private school?** No. All SOE service-learning required hours must be done in an accredited school.
14. **Can I complete the SOE service-learning requirement in an accredited private school?** Yes. You must contact the Office of Student teaching and Field Placement to confirm the placement.
15. **What happens if I do not complete the SOE service-learning requirement?** The SOE service-learning hours are required. If you do not complete them, you must complete an “Agreement for Grade of Incomplete” with your SOE instructor and you will receive an “I” in the course. You will have one semester to complete the SOE service-learning requirement and must submit proof of completion of this requirement to the SOE instructor. After one semester, if the requirement is not met, you will receive an “F” in the course.
16. **I’m taking EDF 1005 and EDF 2085 this semester. Am I required to complete 30 hours?** Yes. You must complete a total of 30 hours (15 hours for EDF 1005 and 15 hours for EDF 2085) and cannot overlap the hours. If you do not complete the full 30 hours, you must complete an “Agreement for Grade of Incomplete” and you will receive an “I” in one of the courses. You will have one semester to complete the SOE service-learning requirement for that course and must submit proof of completion of this requirement to the SOE Instructor. After one semester, if the requirement is not met, you will receive an “F” in the course.
17. **Can I complete my SOE service-learning requirement in two or three days?** No, it is recommended that you complete 2 – 3 hours of SOE service-learning each week. The SOE service-learning requirement should be completed over the course of the academic term in order to receive maximum benefit from the experience.
18. **How do I get fingerprinted and background cleared?** See the SOE Fingerprinting and Security Clearance Information packet.