



Office of Student Teaching and Field Placement

SERVICE-LEARNING PACKET

The Florida Department of Education (FLDOE) requires that all students pursuing a teacher education degree complete Service-Learning experiences. For the purpose of the School of Education (SOE), Service-learning is defined as a “teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities” (<http://www.fl DOE.org/family/whatis.asp>).

Following FLDOE regulations, students **enrolled in EDF1005 (Introduction to the Teaching Profession) and/or EDF2085 (Introduction to Diversity)** must complete a minimum of fifteen (15) face-to-face hours of service-learning/field experience hours in K-12 schools. The classroom settings need to be composed of similar diverse populations where the Florida Educator Accomplished Practices (FEAPs), the Sunshine State Standards, and the Florida Educator Competencies are evident.

Students are expected to systematically observe and analyze information in the field settings as well as to 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. Each course requires specific forms with official signatures to document the field experience. All paperwork must be completed, signed, and returned by the student to the SOE instructor in order to obtain a passing grade in the course. The Center for Community Involvement (the MDC department responsible for service-learning) will prepare certificates of completion for each student which will be distributed by their SOE instructor. This assumes that the instructor has received all of the applicable paperwork (Confirmation Agreement, Hour Report, and Agency Evaluation). **No student will receive a passing grade without having completed the service-learning/field experience requirements.**

All students participating in service-learning for EDF1005 and EDF2085 should use the web-based application system at www.mdc.edu/ccj to select their (school-based or similar) site accordingly. Students must carefully follow instructions on the web-based system to ensure that all necessary documents are printed and submitted. This system is managed by the Center for Community Involvement, and students need to contact their campus office if they have any problems with **online registration**.

Hialeah: 305-237-8858
Homestead: 305-237-5205
InterAmerican: 305-237-6734
Kendall/West: 305-237-0859
North: 305-237-1820

Instructors and students can contact the Office of Student Teaching and Field Placement at fieldplacementSOE@mdc.edu or at 305-237-6653 for any questions or clarifications about **site appropriateness**.

All pre-service teachers who are completing School of Education (SOE) service-learning hours must present a fingerprinting clearance card upon arrival at their field school and will be input in the Application Tracking System (ATS). Please refer to the Fingerprinting and Background Clearance Packet for more information. This card will have an expiration date and is the only clearance verification document necessary to work in the classroom. Miami-Dade County Public Schools (M-DCPS) does not allow education majors attending authorized colleges/universities to be input in the “Volunteer” database. Should any M-DCPS personnel have questions or concerns regarding the student, please contact the M-DCPS Fingerprinting office at 305-995-7472.



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DIRECTIONS FOR INSTRUCTORS-EDF 1005, EDF 2085

Process for service-learning and SOE agreement:

1. Presentations by representatives from the Center for Community Involvement (CCI) in EDF 1005 and 2085 during the first or second course meetings.
2. Students register online, print out agreement, and obtain signature from sites.
3. Students submit signed Confirmation Agreement to SOE instructor.
4. Instructor forwards Confirmation Agreements to CCI .
5. CCI provides a report on all students registered to the instructors and to the Office of Student Teaching.
6. Students complete the service- learning hours.
7. Students submit their hour reports and agency evaluation to SOE instructor .
8. Instructor acknowledges student completion of hours for final grade.
9. Instructor submits documentation of student completion of hours and agency evaluation forms to CCI no later than 2 class meetings before the end of the term.
10. CCI provides student certificates to the SOE instructors one week before the end of the term.
11. Students complete an online survey for service-learning no later than two classes meetings before the end of term.



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DIRECTIONS FOR STUDENTS-EDF 1005, EDF 2085

1. You **MUST BE** fingerprinted during the first two weeks of the semester in order to get the required clearance card to be allowed to complete your service-learning hours in Miami-Dade County Public Schools (M-DCPS). Your instructor will provide you with a packet that includes the procedures to follow for fingerprinting and clearance purposes.
2. Identify the zip code where you would like to complete your SOE Service-Learning requirement from the list of Service-Learning Centers and/or M-DCPS' websites. (www.mdc.edu/ccl; www.dadeschools.net)
3. Register on-line for SOE service-learning by visiting www.mdc.edu/ccl. Follow the instructions for **"On-line Student Application"** making sure to print the required paperwork (p. 6). You will secure your placement when the agreement form is signed by the site administrator.
4. Find all required service-learning documentation online and complete and return all forms to your instructor for approval/signature. Required paperwork includes:
 - i. Placement Confirmation Form – Confirmation agreement to secure placement with the school. Requires the agency's approval and it is due to the SOE instructor by the second class meeting.
 - ii. Hour Report – You will keep a record of the hours served on a weekly basis. The completed form needs to be returned to the SOE instructor two class meetings before the end of the term.
 - iii. Agency Evaluation of Student – An agency supervisor will evaluate your performance while completing the service. This form is due two class meetings before the end of the term.
 - iv. Student Satisfaction Survey_– On-line survey due when you turn-in your hours and three weeks before the end of the term. (go to www.mdc.edu/ccl and log back into service-learning application system)
5. Instructor receives and signs all documentation to acknowledge student's completion of the program.
6. Instructor submits all documentation to CCI no later than two class meetings before the end of term.



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CONTACT INFORMATION-SERVICE-LEARNING PROGRAM

I- SCHOOL OF EDUCATION:

- Dr. S. Neimand, Director, School of Education, 305-237-6162, sneimand@mdc.edu
- Dr. V. Bird-Arizmendi, Chair, Teacher Education Program, 305-237-6567, vbirdari@mdc.edu
- Ms. J. Maymi, Chair, Early Childhood Education, 305-237-1049, mmaymi@mdc.edu
- Ms. Nathalie Cajuste, Director, Student Teaching and Field Placement / Ludy Quiles, Field Placement Coordinator, 305-237-6653, fieldplacementSOE@mdc.edu

II- CENTER FOR COMMUNITY INVOLVEMENT:

- **EEC Center/Campus** Director: Rose Davilmar; 305-237-8358; rdavilma@mdc.edu
- **Hialeah Campus-** Coordinator: Corrine Lockamy; 305-237-8858, clockamy@mdc.edu
Director: Rose Davilmar; 305-237-8358; rdavilma@mdc.edu
- **Homestead Campus-** Coordinator: Nora Robbins; 305-237-5205; nrobbins@mdc.edu
Director: Ossie Hanauer; 305-237-0631; ohanauer@mdc.edu
- **InterAmerican Campus-** Coordinator: Tonya Thomas; 305-237-6734;
tonya.thomas@mdc.edu Director: Tamica Ramos; 305-237-7470; tramos@mdc.edu
- **Kendall Campus-** Coordinator: Veronica Fernandez; 305-237-0859; vfernan2@mdc.edu
Director: Ossie Hanauer; 305-237-0631; ohanauer@mdc.edu
- **North Campus-** Coordinator: Harold Silva; 305-237-1820; hsilva@mdc.edu
Director: Rose Davilmar; 305-237-8358; rdavilma@mdc.edu
- **West Campus-** Director: Ossie Hanauer; 305-237-0631; ohanauer@mdc.edu
- **Wolfson Campus-** Director: Tamica Ramos; 305-237-7470; tramos@mdc.edu
- **College-wide-**Coordinator: Jo Anne Zarowny; 305-237-3530; jzarowny@mdc.edu
Director: Josh Young; 305-237-7477; jyoung@mdc.edu