



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/ccj; www.dadeschools.net)
3. Register on-line for SOE service-learning by visiting www.mdc.edu/ccj. 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/ccj 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



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!!!



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.



Miami Dade College
Center for Community Involvement
300 NE 2nd Ave., Rm 3410
Miami, FL 33132
Ph: 305-237-3848 / Fax: 305-237-7580
www.mdc.edu/cci

Dear Principal or Volunteer Coordinator:

August 2009

_____, a Miami Dade College student enrolled in EDF1005 Introduction to the Teaching Profession and/or EDF 2085 Introduction to Diversity, is required to complete a minimum of 15 hours of School of Education service-learning and would like to provide this service at your school. The student should be placed where he/she can be of most service to your school while taking into consideration the student's interests and skills.

All students in these two courses are required to be fingerprinted and will provide you with a copy of their "Miami Dade College School of Education Security Clearance Information" card. This is proof the student has cleared the M-DCPS fingerprinting process (level 2 clearance) and can serve at your school.

Note: The student will not appear in the M-DCPS Volunteer Database which only shows level 1 clearance (local background check)! However, the level 2 clearance held by this student supersedes and takes precedence over all other clearance requirements and meets all requirements of the Jessica Lunsford Act. The student can begin serving with your school immediately. No additional clearance is necessary.

It is not necessary to request those with level 2 clearance to also get a level 1 clearance because this is redundant, wastes precious M-DCPS time and resources, and is wholly unnecessary (questions – contact the Supervisor of the M-DCPS Office of Community Service, Mr. Vincent Dawkins – 305-995-1972 / vsdawkins@dadeschools.net). This student, with his/her level 2 clearance is ready to serve at your school immediately.

The student will ask you to sign a form confirming that he/she will be serving at your school, will carry a time log with them so his/her hours can be documented, and will complete an evaluation form at the end of his/her service.

We appreciate your willingness to help this student begin the process of becoming a teacher. Your guidance will be vital to our student's success. Students should be actively involved with students in a classroom setting; however, since this student is not a certified teacher, he/she should never be left in charge of a classroom or alone with students. If you have any questions, please contact any of the directors listed below, or Mr. Vincent Dawkins whose contact information is listed above. Thank you for your collaboration!

Ossie Hanauer
Kendall/Homestead
Campus Director
305-237-0631
ohanauer@mdc.edu

Tamica Ramos
Wolfson Campus Director
305-237-7470
tramos@mdc.edu

Rose Davilmar

Rose Davilmar
North/Hialeah Campus
Director
305-237-8358
rdavilma@mdc.edu

Josh Young
College-wide Director, Center for
Comm. Invol.
305-237-7477
jyoung@mdc.edu



Office of Student Teaching and Field Placement SERVICE-LEARNING PACKET

SERVICE-LEARNING PLACEMENT CONFIRMATION SAMPLE

Service-Learning Placement Confirmation Agreement - Windows Internet Explorer

https://sisvsr.mdc.edu/cci/rptAgree.aspx?PID=46650

MDC Links MDC Messageboard 92°F

Search web... Maps Favorites PC Health Spaces Form Fill Page Tools

Service-Learning Placement Confirmation Agreement

4665002

Miami Dade College
Center for Community Involvement

SERVICE-LEARNING PLACEMENT CONFIRMATION AGREEMENT
Student: Please complete this with the assistance of the agency supervisor(s); have it signed; then turn it in to your CCI Office, or to Melon, Walter EDF1005 (ref# 000002) Meets: T R 12:50P- 2:05P.

Dear Agency Supervisor,
On behalf of the MDC Center for Community Involvement, we would like to thank you for entering into an educational partnership with our students. By accepting and supervising service-learners, you are helping these students join classroom theory with real-life experience. By encouraging and allowing these students to perform meaningful service, you are also contributing to education's mission of promoting civic responsibility. The critical role you play as a mentor and educator for our students cannot be underestimated. We appreciate your commitment to making our service-learners feel welcome and to ensuring that they have a productive and educational experience.

Name & Address of Agency:
10225 SW 147th Terrace
Miami, FL 33176
(305) 233-1044 ex2239

Supervisor(s)/Coordinator(s):
Diane Starling

Describe the service-learning project, including expectations, requirements and responsibilities:

Days and hours to work: Total no. of hours to be worked:
Date student will begin: Date student will stop:

The student expects to gain the following kinds of learning from this experience:

Done Local intranet 100%



Office of Student Teaching and Field Placement SERVICE-LEARNING PACKET

STUDENT SATISFACTION SURVEY SAMPLE

Student Satisfaction Survey - Windows Internet Explorer

https://sisvsr.mdc.edu/cgi/Survey.aspx?PID=46650

Miami Dade College

Student Satisfaction Survey

Wednesday July 15, 2009 4:23 PM

Service-Learning Student Satisfaction Survey

1. Were you satisfied with the help you received in choosing a service-learning placement?

Yes No Confirmed my career choice No effect on career choice Questioned my career choice Changed my career choice

2. Did your service-learning experience have any effect on your career plans?

Confirmed my career choice No effect on career choice Questioned my career choice Changed my career choice

Please rate your experience with the community partner:
*** Dorothy M. Wallace Cope Center ***

VS = "Very Satisfied" S = "Satisfied" D = "Dissatisfied" VD = "Very Dissatisfied"

| | VS | S | D | VD |
|--------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 3. Helpfulness of agency staff | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Adequate orientation and training | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Adequate supervision | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Meaningful tasks to perform | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. Recognition of my efforts | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |