



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 so if you have any problems contact your campus office (see below).

1. Go to www.mdc.edu/cci and click on “SERVICE-LEARNING WEB-BASED STUDENT APPLICATION.”
2. Enter your “myMDC AccountID” and your “Password” (Note: A more detailed user guide is available by selecting “Help” next to where you entered your password).
3. Select “Start New Application.”
4. Select the class for which you are participating in service-learning, and complete any missing information about yourself (gender, cell, e-mail address).
5. Select “Proceed to Agency Selection.”
6. Select the agency where you will do service-learning.

Note: If you choose an agency that isn't listed (or if you aren't sure which agency 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).

7. Once you have chosen your agency, select “Submit Application & Finish.”
8. Print the “**Service-Learning Placement Confirmation Agreement**,” take it to the agency where you are going to complete your hours, and fill it out with your supervisor.
9. Submit the signed “Service-Learning Placement Confirmation Agreement” to your professor or your campus Center for Community Involvement (if instructed by your professor) no later than your professor's deadline so your placement can be changed from “Pending” to “Approved.” **Deadline:**_____
10. 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 supervisor complete the evaluation form at the end of your service. Both of these forms must be submitted by your professor's deadline (generally two weeks before the end of the term). **Deadline:**_____
11. Return to www.mdc.edu/cci and click on “SERVICE-LEARNING WEB-BASED STUDENT APPLICATION” to complete the on-line “**Student Satisfaction Questionnaire**” two weeks before the end of the semester. **Deadline:**_____

Questions: Contact the Center for Community Involvement (www.mdc.edu/cci/contact.asp)

InterAmerican Campus: Rm 1217 (Project Exito), 305-237-6423 / rjoseph1@mdc.edu (Rony Joseph)

Kendall/Homestead Campus: Rm 6219 Kendall, 305-237-0859 / ohanauer@mdc.edu (Ossie Hanauer)

North/Hialeah Campus: Rm 1159 North, 305-237-1820 / Lauren.Rose@mdc.edu (Lauren Rose)

Wolfson/Medical Campus: Rm 3410 Wolfson, 305-237-3848 / tramos@mdc.edu (Tamica Ramos)