

## Service-Learning Materials Available via Email from Miami-Dade Community College

1. **Service-Learning Course Development Worksheet** – walks faculty through the steps of integrating service-learning into their course.
2. **Service-Learning Agency Workshop annotated agenda** – 21 page instructions for a three-hour agency workshop – includes everything you need to facilitate an agency workshop.
3. **Workshop Activities for Service-Learning** – includes excellent discussion items for faculty workshops. Topics include: The Role of Higher Education in American Democracy / Student Impact / Evidence of a Crisis in Democratic Civic Education / Service and Civic Responsibility / Civic Engagement Across the Curriculum / Conceptual Frameworks for Civic Engagement.
4. **Self Assessment Rubric for the Institutionalization of Service-Learning in Higher Education** (Andy Furco) – outstanding tool to gauge progress of service-learning at your institution and map out action plan to achieve institutionalization.
5. **Forum on Civic Responsibility annotated agenda** – detailed instructions regarding how to lead a 90-minute interactive forum on civic responsibility for students and faculty.
6. **Student Handbook**
7. **Faculty Guide to Service-Learning**
8. **Agency Handbook**
9. **Organizing a Workshop on Reflection annotated agenda** – detailed ideas regarding leading a workshop on reflection for faculty.
10. **Reflection Activities** – a list of 24 different reflection activities from which faculty can choose.
11. **Service-Learning Case Studies** – 13 case studies and suggested responses to generate discussion – excellent faculty workshop activities.
12. **Lessons Learned at M-DCC** – summarizes some of what we've learned in moving towards a high quality, institutionalized program.
13. **Listing of Approved Service-Learning Partners** – sample of how we present/disseminate service-learning opportunities.
14. **Professional Development Credit Workshops** – goals and objectives for seven faculty professional development workshops
15. **Organizational Chart for M-DCC Center for Community Involvement**
16. **Power Point Presentations** (3) – one for students/class presentations, one for faculty, one for agency workshop.
17. **Brochure with Creative Ways to Recognize Students** – provides myriad suggestions regarding ways to recognize students – especially useful for agency partners.

To receive any of these documents electronically, contact Josh Young at the address below:

Josh Young  
Director, M-DCC Center for Community Involvement  
300 NE 2<sup>nd</sup> Ave., Rm 1464  
Miami, FL 33132  
305-237-7477 / Fax: 305-237-7580  
[jyoung@mdcc.edu](mailto:jyoung@mdcc.edu) / [www.mdcc.edu/ccj](http://www.mdcc.edu/ccj)