

M-DCC SERVICE-LEARNING STUDENT HANDBOOK

A guide to making the most out of your service-learning experience.



"I believe every student at M-DCC should participate in service-learning."

Miami-Dade Community College Student



"If you want to lift yourself up, lift up someone else."

Booker T. Washington

Take a moment to consider the following:

- 1. What is the best way to learn and remember something?**

- 2. How can you get the most out of this class and make a difference in the community at the same time?**

- 3. Are you interested in:**
 - Exploring your intended major or career?**
 - Gaining invaluable job experience?**
 - Building your resume?**
 - Helping make a difference in the community?**
 - Learning things that will make you a more successful person?**

- 4. What does civic responsibility mean to you?**

READ THIS HANDBOOK FOR ANSWERS TO ALL THESE QUESTIONS!

INTRODUCTION

Welcome to service-learning at M-DCC. Service-learning is about helping you grow and develop, while at the same time helping meet important community needs. Although we realize that your service-learning project will require a great deal of effort, and even sacrifice on your part, we can almost guarantee that you are about to embark upon an experience that will make a major contribution to your learning and personal growth. You will be joining thousands of college and university students all over the United States who are involved in service projects designed to enhance classroom learning, foster civic responsibility, and meet community needs. On behalf of Miami-Dade Community College, the Center for Community Involvement, and the agencies you will be assisting, we extend our appreciation and gratitude.

Please be certain to review this Handbook carefully as it will guide you through the experience, as well as provide you with answers to frequently asked questions. It also includes all the forms you need to successfully complete your service-learning project.

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DUE DATE*

7 SERVICE-LEARNING APPLICATION _____
8 PLACEMENT CONFIRMATION AGREEMENT ... _____
9 HOUR REPORT FORM _____
10 AGENCY EVALUATION OF STUDENT _____
11-12..... STUDENT SATISFACTION QUESTIONNAIRE.... _____

(Instructor Assignments: Journal, Class Presentation, etc.*, _____)

***Ask your instructor for these deadlines**

"I was taught that . . . service is the rent each of us pays for living--the very purpose of life and not something you do in your spare time or after you have reached your personal goals."

-Marian Wright Edelman, Director, Children's Defense Fund

WHAT IS SERVICE-LEARNING?

Service-learning is defined as any program in which students learn and develop through thoughtfully organized service experiences that meet real community needs.

WHY USE SERVICE-LEARNING?

- ✍ **ACTIVE LEARNING** -- The best way to learn is through active participation.
- ✍ **PERSONAL GROWTH AND DEVELOPMENT** -- One of the best ways to help yourself, is to help someone else. Through service, you will gain skills that will help you for the rest of your life.
- ✍ **MEETING COMMUNITY NEEDS** -- Do you think we can rely on government to solve all our problems? Each one of us must do our part to help make our community better.
- ✍ **CIVIC RESPONSIBILITY** -- Our country was founded on an ethic of service. The health of our democracy depends on service and community involvement. Working toward the common good is something we must all practice.

M-DCC Student Voices

“I have never done any volunteer work before, but this experience was the most interesting and valuable of my life.”

“I’ve volunteered before, but this time I’ve been able to put into practice what I’ve learned in the classroom--making the classroom more interesting and fun.”

“Service-learning helped me in many ways to stay in college and meet my goals in life.”

HOW DO I GET STARTED?

1. TALK TO YOUR PROFESSOR

- ✍ What are the deadlines?
- ✍ How many hours are required?
- ✍ What else is involved (journals, class presentations, class discussions, reading assignments, etc.)?
- ✍ Which agencies are approved for this class (your service experience must be related to your class)?

2. CHOOSE A PLACEMENT FROM THE LIST OF APPROVED SERVICE-LEARNING SITES*

- ✍ Review the list of service-learning sites given to you in class. Carefully read all the information about agencies you are interested in--including “minimum requirements” and “hours needed.”
- ✍ **Complete the “Service-Learning Application”--page 7 of this handbook.** (Turn this in to your instructor after you have confirmed your placement.)

(*You must choose a placement from the M-DCC list of “approved sites.” Students are highly discouraged from choosing their own placements. Requests will be reviewed on a case-by-case basis and must be approved, in advance, by your instructor and the Center for Community Involvement.)

3. CALL THE AGENCY CONTACT PERSON AND ARRANGE AN INTERVIEW AND ORIENTATION

- ✍ Identify yourself as an M-DCC service-learning student and clarify any questions you may have.
- ✍ Take the “Service-Learning Placement Confirmation Agreement”--page 8--with you to your interview/orientation and complete it with your supervisor.
- ✍ **Turn in the Confirmation Agreement to your professor by the deadline in order to be eligible for service-learning credit!**
- ✍ Start as soon as possible.

4. SHOW UP AT YOUR SCHEDULED TIMES, KEEP TRACK OF YOUR HOURS, AND COMMUNICATE REGULARLY WITH YOUR SUPERVISOR

- ✍ Use the “Service-Learning Hour Report” (page 9 of the handbook) to keep track of your hours. Turn this in to your instructor by the deadline to be eligible for service-learning credit.
- ✍ Have your supervisor complete the “Agency Evaluation Of Student” on page 10 (back of hour form). Turn this in to your instructor.

KEYS TO SUCCESS

BE PROACTIVE

- ✍ Start your service early in the term to obtain the maximum benefit from your experience.
- ✍ Being proactive means taking charge of your own experience. By being responsible, you can make your experience one that is meaningful, positive, and allows you to learn and grow.
- ✍ If you are bored, feel like you aren't doing something worthwhile, or are in any way dissatisfied--TALK TO YOUR SUPERVISOR OPENLY AND HONESTLY TO RESOLVE THE PROBLEM.
- ✍ Feel free to call the Center for Community Involvement for assistance, however, 99% of the issues you might face can be solved by simply speaking with your supervisor.

RESPONSIBILITY & COMMITMENT

- ✍ The Agency is counting on you...show them they can!
- ✍ Treat your service-learning assignment like a job:
 - ✍ Be prompt for your interview/orientation
 - ✍ Set up a schedule and stick to it
 - ✍ Call your supervisor ahead of time if you can't attend--and arrange to make up the missed hours
- ✍ As a service-learning student you are representing:
 - ✍ Yourself
 - ✍ Your instructor
 - ✍ M-DCC
 - ✍ The entire service-learning program
- ✍ Keep this in mind and do a great job!
- ✍ If you drop the class or stop your service for any reason, please inform both the agency and the Center for Community Involvement

DID YOU KNOW?

- ✍✍ The average American watches four hours of TV a day
- ✍✍ Americans are less likely to vote, serve on a PTA, or be involved with community groups than they were 30 years ago
- ✍✍ We tend to remember:

- 10% of what we read
- 20% of what we hear
- 30% of what we see
- ✍ **and 90% of what we both say and do!**

✍✍ **Over 150 agencies in Miami-Dade County want your help!**

PROVEN BENEFITS OF SERVICE-LEARNING

- ✍ Explore majors and careers that interest you
- ✍ Build your resume and gain valuable work experience
- ✍ Learn new skills
- ✍ Gain a better understanding of what you are learning in the classroom
- ✍ Improve your chances of getting a job
- ✍ Learn things that you'll never forget and that will benefit you for the rest of your life
- ✍ Improve your self-esteem and sense of personal satisfaction
- ✍ Meet new people, make new friends and contacts
- ✍ Contribute to our community



SERVICE-LEARNING STUDENT APPLICATION

(To be completed by the student)

M-DCC Instructor's Name _____ Class Meeting Day/Time _____

Name of Course _____ Hours Required _____

Name (Please print) _____ Male/ Female (Please Circle)

Date _____ Student Number _____ Date of Birth* _____

Address _____

City _____ Zip Code _____ Telephone (Hm) _____ (Wk) _____

E-mail address: _____

Best time to reach you: _____

*(Students under 18 must complete a "Parental Consent" form before beginning their placement--available from the Center)

(for statistical purposes)

Ethnic Group:

_____ Black (not Hispanic origin); _____ Hispanic; _____ White (not Hispanic origin);

_____ Asian/Pacific Islander; _____ American Indian/Alaska Native; _____ Other

Important:

Both this form, and the "Service-Learning Placement Confirmation Agreement" on the back of this page, needs to be turned in to your instructor (or the Center for Community Involvement) by the deadline.



M-DCC Center for Community Involvement, 237-0859

**SERVICE-LEARNING PLACEMENT CONFIRMATION AGREEMENT
(To be completed jointly by student and agency supervisor)**

Dear Agency Supervisor,

On behalf of the M-DCC 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 _____

_____ Telephone _____

Supervisor or Coordinator _____ Title _____

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

Days and hours to work _____ Total number of hours to be worked _____

Date student will begin _____ Date student will end _____

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

The agency agrees to provide the student with orientation and training:

Yes ___ No ___ Approximate date _____

The agency agrees to provide the student with the following resources: (Check as applicable)

___ On-site supervisor ___ Space to work ___ Critique of student's work

___ Materials (please specify) _____ ___ Other (please specify)

I agree to, and will uphold, the terms of this placement.

Student's Signature _____ **Date** _____

Supervisor's Signature _____ **Date** _____

Agency Evaluation Of Student

TO BE COMPLETED BY AGENCY SUPERVISOR

AGENCY SUPERVISOR: Please complete this evaluation of the service-learning student. Thank you for your cooperation!

SERVICE-LEARNING STUDENT: After your supervisor completes this form, please return it to your instructor, or to the Center for Community Involvement.

Student's Name: _____

Agency's Name: _____

On a scale of 0 to 4 ("4" representing the highest) please rate the service-learning student in the areas listed below by placing an "X" in the appropriate box.

	0	1	2	3	4
Attendance/Punctuality					
Attitude					
Quality of Work					
Initiative					
Overall Performance					

Comments: _____

Supervisor's Name: _____

Signature _____

Title: _____ Phone: _____ Date: _____

Service-Learning Student Satisfaction Questionnaire

Name(optional)_____ M-DCC Professor_____

Course_____ Class Meeting Day/Time _____

Agency where service was completed: _____

1. How long have you been involved in service-learning?

First semester (1) Second semester (2) More than two semesters (3)

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

Yes (1) No (2)

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

confirmed my career choice (1) made me think about a different career choice (2)

changed my career choice (3) had no effect on my career choice (4)

PLEASE RATE YOUR EXPERIENCE AT THE AGENCY SITE AT WHICH YOU PARTICIPATED
(Mark only one per row):

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

<u>Questions</u>	(4) VS	(3) S	(2) D	(1) VD
4. Helpfulness of agency staff				
5. Adequate orientation and training				
6. Adequate supervision				
7. Meaningful tasks to perform				
8. Recognition of my efforts				

9. OVERALL, HOW WOULD YOU RATE YOUR EXPERIENCE AS A SERVICE-LEARNING STUDENT? (Mark only one)

excellent (4) good (3) fair (2) poor (1)

10. WOULD YOU RECOMMEND YOUR SERVICE-LEARNING EXPERIENCE TO ANY OF YOUR FRIENDS AND CLASSMATES? yes (1) no (2)

COMMENTS: _____

Please circle the response which matches your feeling to the statements below*:

11. The service I did through this class helped me to see how the subject matter I learned can be used in everyday life.

Strongly Agree Agree Disagree Strongly Disagree

12. I feel that the service I did through this class was not at all beneficial to the community.

Strongly Agree Agree Disagree Strongly Disagree

13. The service I did through this class helped me to better understand the lectures and readings required for this class.

Strongly Agree Agree Disagree Strongly Disagree

14. I feel I would have learned more from this class if there were more time spent in the classroom instead of doing service in the community.

Strongly Agree Agree Disagree Strongly Disagree

15. The idea of combining service to the community with college course work should be practiced in more classes at Miami-Dade Community College.

Strongly Agree Agree Disagree Strongly Disagree

16. I was already doing service in my community before taking this class.

Strongly Agree Agree Disagree Strongly Disagree

17. This class made me more interested in doing service in my community than I was before.

Strongly Agree Agree Disagree Strongly Disagree

18. I probably won't do community service of any kind once this class is finished.

Strongly Agree Agree Disagree Strongly Disagree

19. I learned a great deal about myself through my service activities.

Strongly Agree Agree Disagree Strongly Disagree

20. Some educators say that real learning means being able to integrate learning into your own behavior. With that definition, I feel that this class was very successful in helping me really learn.

Strongly Agree Agree Disagree Strongly Disagree

*(These 10 questions are from the Bennion Center at the University of Utah)

FINAL COMMENTS ABOUT YOUR SERVICE-LEARNING EXPERIENCE: _____
