



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/ccj.
2. Before starting your online application, take advantage of the search function. Click on  "SEARCH FOR AN ORGANIZATION FOR YOUR COMMUNITY SERVICE AND/OR SERVICE-LEARNING PROJECTS" and search for a placement that will meet your specific needs with respect to your course objectives, location, time, etc.
3. Contact the agency before you register online by following the instructions in the agency description; if no instructions are given for contacting the agency, call or email the agency contact by introducing yourself as an MDC student seeking a service-learning opportunity.
4. Once you have identified an agency, go back to www.mdc.edu/ccj and click on  "COMMUNITY SERVICE AND/OR SERVICE-LEARNING WEB-BASED STUDENT APPLICATION."
5. You will notice that there are four options given to you. Since you are completing a **service-learning project** for a class, **please select Option 1: "Course service assigned by your professor (service-learning)."** Then, enter your "myMDC Account ID" and "Password" in the space provided and log-in.
6. Scroll down and select "Start a New Service-Learning Application."
7. Select the class for which you are participating in service-learning. One registration is required for each service-learning class.
8. Select "Proceed to Agency Selection."
9. Select the agency where you will do service-learning.

Note: If you choose an agency that isn't listed, select the check box to the right which says "Agency/School Not on List. Check this box if your desired work site is not at left." A placement not on the list must be pre-approved by your professor and/or the Center for Community Involvement. If you select this box, you will need to print an extra form called a "Site Approval Form" and submit it along with your "Service-Learning Contract." You will be able to print these forms in the steps that follow. (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.)

10. Once you have chosen your agency, select "Submit Application & Finish."
11. Print out the **Service-Learning (SL) Contract** and the **SL Hour Report & Student Evaluation** form.
 - Take the **SL Contract** to your chosen agency and complete the form with your supervisor at the site. Then, submit the signed **Service-Learning Contract** to your professor or your campus Center for Community Involvement (if instructed by your professor) no later than your professor's deadline.
Deadline: _____
 - With the **SL Hour Report & Student Evaluation** form, keep track of your hours each time you go to the agency and have your supervisor complete the evaluation section at the end of your service. This form must be submitted by your professor's deadline (generally two weeks before the end of the term).
Deadline: _____
12. Return to www.mdc.edu/ccj and click on "COMMUNITY SERVICE AND/OR SERVICE-LEARNING WEB-BASED STUDENT APPLICATION" to complete the end of the semester **Student Satisfaction Survey** no later than two 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!!!

Questions: Contact the Center for Community Involvement

How to Register for Service-Learning

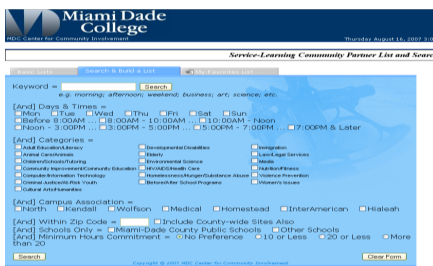
1. Visit the CCI Main Page

To register for your service-learning project, go to the following website:
www.mdc.edu/ci



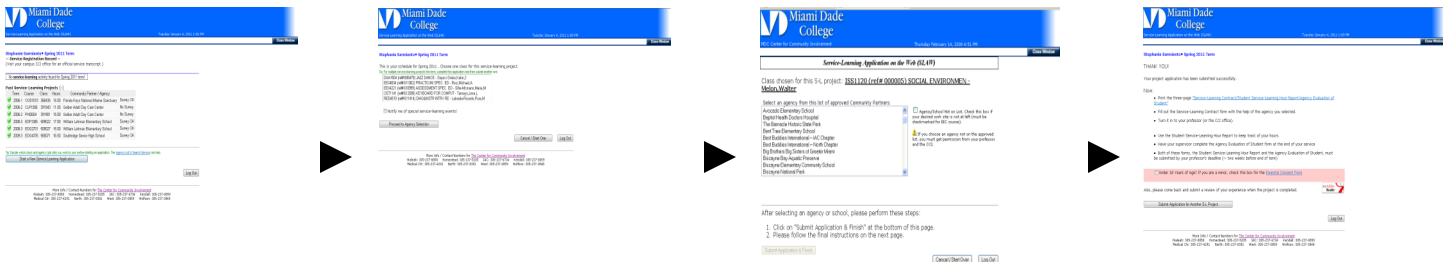
2. Find a Service-Learning Placement

Click on the link indicated by the magnifying glass to access our searchable database to find a suitable agency.



3. Register On-Line

Start a new registration application via the CCI main page by clicking on the "NEW" icon. It will take you to this page:



Print these two forms:

4. Service-Learning Contract

5. S-L Hour Report & Student Evaluation

6. Complete On-Line Survey

After you finish your service-learning project and turn in all your forms, go back to the registration website and complete the student satisfaction survey.