





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).

To access the Center for Community Involvement's (CCI) LIST OF APPROVED PLACEMENT/ORGANIZATIONS:

www.mdc.edu/cci

→ **From the CCI homepage, click on the "Agency Placement List" link located to the left side of the page.**

1. Go to www.mdc.edu/cci.
2. Before starting your online application, take advantage of the search function. Click on  "SEARCH FOR AN ORGANIZATION FOR YOUR SERVICE-LEARNING PROJECT" and search for a placement that will meet your specific needs with respect to location, time, course objectives, etc.
3. Once you have selected an agency, go back to www.mdc.edu/cci and click on  "SERVICE-LEARNING WEB-BASED STUDENT APPLICATION."
4. Enter your "myMDC Account ID" and your "Password" (Note: A more detailed user guide is available by selecting "Help" next to where you entered your password).
5. Select "Start New Application."
6. Select the class for which you are participating in service-learning, and complete any missing information about yourself (gender, cell, e-mail address).
7. Select "Proceed to Agency Selection."
8. 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).
9. Once you have chosen your agency, select "Submit Application & Finish."
10. 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.
11. 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:** _____
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 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:** _____
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 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 !!!