

Service-Learning Web-based Application Instructions Education Students

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 Account ID" 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 School Selection."
6. Select the school where you will do service-learning.
Note: All SOE service-learning/field experience hours must be done in a public school or accredited private school that has been pre-approved by the Office of Student Teaching and Field Placement.
6. Once you have chosen your school, select "Submit Application & Finish."
7. Print the "**Service-Learning Contract**," take it to the school where you are going to complete your hours, and fill it out with your supervisor.
9. 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 so your placement can be changed from "Pending" to "Approved."
Deadline: _____
10. Print the "**SL Hour Report & Student Evaluation**" form by clicking on the link provided. With these forms, keep track of your hours, and have your supervisor complete the evaluation section at the end of your service. The form 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:** _____

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

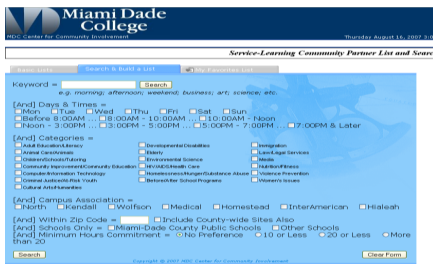
1. Visit the CCI Main Page

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



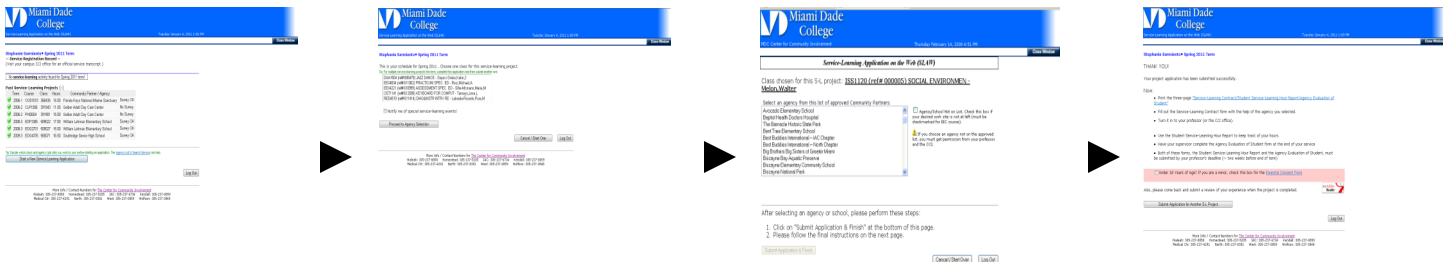
2. Find a Service-Learning Placement

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.