

## FALL 2021 SERVICE-LEARNING REGISTRATION INSTRUCTIONS FOR STUDENTS

1. Go to [www.mdc.edu/serve](http://www.mdc.edu/serve) to find a list of pre-selected agencies that will be available for fall 2021.
2. Once you've selected the agency you are interested in serving with, contact them to review your course requirements for service, your interests and availability, and ask if they have available service opportunities.

**If you choose to serve with an agency that is NOT on [www.mdc.edu/serve](http://www.mdc.edu/serve), please first make sure the agency and service experience meet our [Standards for Service](#), fill out the [Service Site Approval Form](#), and then email it to your iCED campus staff for approval **BEFORE** starting your service.**

3. Once you've contacted your agency, return to [www.mdc.edu/serve](http://www.mdc.edu/serve) and select "Register & Record My Service" at the top right corner of the page.
4. Select **Option 1: "Course service assigned by your professor (Service-learning)"**.
5. Log in using your myMDC Account ID and password.
6. Select "Start a New Service-Learning Application".
7. Select the class for which you are participating in academic service-learning & select "Proceed to Agency Selection".
8. Select the agency you have chosen and contacted.
9. Once you have chosen your agency, select "Submit Application & Finish".
10. Save the **Service-Learning Hour Log** to your desktop.
11. Complete the service per the agency's instructions and fill out the virtual **Service-Learning Hour Log**. Remember that hours logged must reflect hours in service (see Standards for Service)
12. Email the completed **Service-Learning Hour Log OR another form of verification** (see below) of service hours from the agency to iCED Staff by the deadline below.

Hialeah: [heltall@mdc.edu](mailto:heltall@mdc.edu)

Homestead: [llevin@mdc.edu](mailto:llevin@mdc.edu)

Kendall: [iCEDkendall@mdc.edu](mailto:iCEDkendall@mdc.edu)

Medical: [mdelorbe@mdc.edu](mailto:mdelorbe@mdc.edu)

North: [iCEDnorth@mdc.edu](mailto:iCEDnorth@mdc.edu)

Padrón: [iCEDpadron@mdc.edu](mailto:iCEDpadron@mdc.edu)

West: [mcopoama@mdc.edu](mailto:mcopoama@mdc.edu)

Wolfson: [iCEDwolfson@mdc.edu](mailto:iCEDwolfson@mdc.edu)

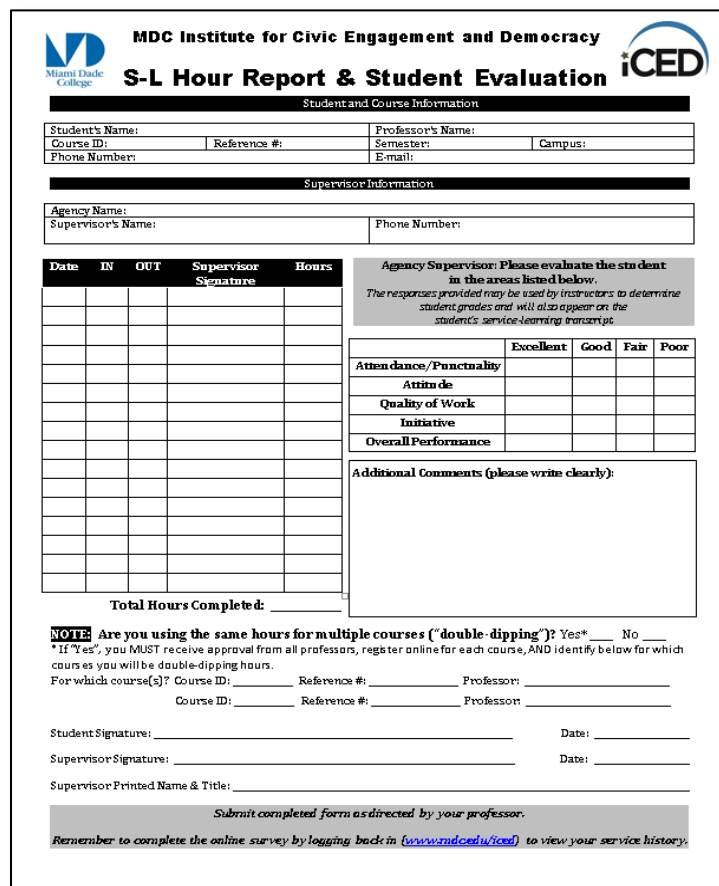
MDC Online: [iCEDwolfson@mdc.edu](mailto:iCEDwolfson@mdc.edu)

- a. Examples of alternative verifications: email from agency contact with hours listed, letter from agency contact with hours listed, or an e-signature on the Hour Log
- b. Fall 2021 deadlines:

First 8 weeks (Aug. 23 – Oct. 8)	Friday, Sep. 24
2 <sup>nd</sup> 8 weeks (Oct. 25 – Dec. 17)	Friday, Dec. 10
12 weeks (Sep. 27 – Dec. 17)	Friday, Dec. 10
14 weeks (Sep. 13 – Dec. 17)	Friday, Dec. 10
16 weeks (Aug. 23 – Dec. 17)	Friday, Dec. 10

13. After your service is complete, return to the registration page and log in to complete the on-line Student Satisfaction Questionnaire

**Save this document and use it to track your service hours.**



The form is titled "S-L Hour Report & Student Evaluation" and is provided by the MDC Institute for Civic Engagement and Democracy (iCED). It includes sections for Student and Course Information, Supervisor Information, and a table for tracking hours. The table has columns for Date, IN, OUT, Supervisor Signature, and Hours. To the right of the table is a section for Agency Supervisor evaluation with a 5-point scale (Excellent, Good, Fair, Poor) for Attendance/Punctuality, Attitude, Quality of Work, Initiative, and Overall Performance. There is also a section for Additional Comments and a signature area for both the student and the supervisor.

**\*In order to ensure that you receive credit for your service, all paperwork must be submitted on time\***

North Campus  
305-237-1820  
Room: 4204

Kendall Campus  
305-237-0859  
Room: 8201

Wolfson Campus  
305-237-3848  
Room: 3410

Medical Campus  
305-237-4476  
Room: 2204

Homestead Campus  
305-237-5205  
Room: A-108

Padrón Campus  
305-237-6111  
Room: 3210

Hialeah Campus  
305-237-8858  
Room: 2101

West Campus  
305-237-8960  
Room: 1122

## REMEMBER TO COMPLETE YOUR 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.

**Haus Wally • Spring 2020 Term** — **Service Registration Record** —  
(Visit your campus iCED office for an official service transcript.)

No **service-learning** activity found for Spring 2020 term!

**Past Service-Learning Projects [-]**

Term	Course	Class	Hours	Community Partner / Agency
🕒 2167	MAC1114	000001 TR	0.00	A New Start: Social and Financial Services <a href="#">🔄 Survey</a>
Hours Total			0.00	