The Florida Department of Education (FLDOE) requires that all students pursuing a teacher education degree complete clinical experiences throughout the program. For the purpose of the School of Education (SOE) at MDC, service-learning/clinical experience hours is defined as a “teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities” (http://www.fldoe.org/family/whatis.asp).

Following FLDOE regulations, students enrolled in EDF1005 (Introduction to the Teaching Profession), EDF2085 (Introduction to Diversity), and/or EDG4376 (Integrating Language Arts & Social Science) must complete a minimum of fifteen (15) face-to-face service-learning/clinical experience hours in K-12 schools. These classroom settings must represent diverse populations where the Florida Educator Accomplished Practices (FEAPs), the Sunshine State Standards, and the Florida Educator Competencies are evident. Students are expected to systematically observe and analyze information in the field settings as well as to participate and assist with any activity benefiting the learners and the community, while reflecting on the introduced FEAPs and their application to each particular course.

All students participating in service-learning/clinical experience hours for EDF1005, EDF2085, and/or EDG4376 should visit the web-based application system at www.mdc.edu/icED for instructions and documentation requirements. This system is managed by the Institute for Civic Engagement and Democracy (icED) and students need to contact their campus office if they have any problems with online registration. For site selection, please visit www.dadeschools.net for a list of approved schools in Dade County.

Students must ensure to document their service-learning/clinical experiences by completing all required documentation: the Service-Learning Contract, Hour Report and Agency Evaluation form. They are also required to evaluate the program by completing an online Student Satisfaction survey. No student will receive a passing grade without having completed the service-learning/clinical experience hour requirement and submitting the required documentation on time. (See pp. 3-4)

***IMPORTANT NOTES***

1. Service-learning/clinical experience WILL NOT be allowed outside of Miami-Dade County.

2. All M-DCPS are approved schools for service-learning/clinical experience hours. Private schools are NOT.

3. Fingerprinting MUST be done immediately upon registering for the course. Once cleared, students will be notified via their MDC e-mail address to pick up their cards at the Inter-American Campus.

4. An incomplete “I” grade will NOT be given for not clearing your fingerprint and background check for your course’s service-learning/clinical experience hours.
This packet is designed to assist students in completing the service-learning/clinical experience hours required for the courses EDF1005, EDF 2085 and EDG 4376. Effective participation in the program will depend on following the outlined procedures and compliance with the required documentation.

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<th>TABLE OF CONTENTS</th>
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<td>• Directions for Students- EDF 1005, EDF 2085, EDG 4376</td>
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<td>• MDC Institute for Civic Engagement and Democracy (iCED)/ Contact List</td>
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<td>• SOE Service-Learning Web-Based Application Instructions</td>
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1. Representatives from the Institute for Civic Engagement and Democracy (iCED) conduct presentations in EDF 1005, EDF 2085, and EDG 4376 during the first or second course meetings.

2. Students register online via www.mdc.edu/iCED, print out the Service-Learning Contract and all other forms directly from the website (not from the packet); select school from the iCED database (link noted above), contact school and obtain signature from the student’s M-DCPS school’s supervisor.

3. Students submit signed Service-Learning Contract as directed by the SOE Instructor within two weeks of the beginning of the term or upon receiving the fingerprinting white card, whichever comes first. This form must be downloaded from www.mdc.edu/iCED. Using forms from this packet will NOT be accepted or approved.

4. After being reviewed by the SOE Instructor, the signed Service-Learning Contract* should be submitted by the Instructors to the iCED’s campus coordinator (p.5) within two weeks of the beginning of the term. This may be done via inter-office mail or personally.

5. Students may start completing the service-learning/clinical experience hours and bring their valid clearance cards to the schools.

6. iCED provides periodic reports to instructors on all students registered to complete service learning hours for their course/s via the iCED website.

7. Instructor acknowledges student completion of hours for final grade.

8. Instructor submits all Hour Report/Evaluation Forms to iCED. These forms should be sent to iCED at least three weeks before the end of the term, via Inter-office mail or personally.

9. iCED provides student certificates to the SOE instructors two weeks before the end of the term.

*NOTE: Original Forms are preferred by iCED.
1. You **MUST BE** fingerprinted as soon as you register in EDF 1005, EDF 2085, EDG 4376 in order to get the required clearance card to be allowed to complete your service-learning/clinical experience hours in Miami-Dade County Public Schools (M-DCPS). Before the course starts, your instructor will provide you with a fingerprinting packet by e-mail that includes the procedures to follow for fingerprinting and clearance purposes. **An incomplete “I” grade will NOT be given for not clearing your fingerprint and background check.**

2. Identify the school zip code where you would like to complete your SOE service-learning/clinical experience requirements from the list of Miami-Dade County Public Schools website at [www.dadeschools.net](http://www.dadeschools.net) or via iCED’s website. Service-learning/clinical experience hours/will **NOT** be allowed at private schools.

3. Register online for SOE service-learning/clinical experience hours by visiting [www.mdc.edu/iCED](http://www.mdc.edu/iCED). Follow the Web-based Application Instructions to complete the online student application. Make sure to print the required paperwork (pp.12-13).

4. After completing and/or printing the forms online, you must present all forms to your instructor for review and approval. The required paperwork includes:
   i. **Service-Learning Contract** -Student brings the Contract to the school and placement is secured when the Service-Learning Contract is signed by the Center’s administrator. It requires the student’s signature and school supervisor’s approval. The contract is due to the SOE Instructor immediately after acquiring your clearance card, or within the first two weeks of the term, whichever occurs first. You need to present the clearance card to be allowed to start and/or complete your hours at the Center.
   
   ii. **Service-Learning Hour Report/Evaluation Form** -To keep a record of the hours served on a daily basis and to report the student’s evaluation. The completed form needs to be returned to the SOE instructor three weeks before the end of the term, preferably before this timeframe. Your supervising teacher will evaluate your performance while completing your service-learning/clinical experience.
   
   iii. **Student Satisfaction Survey** -The online survey is found by logging into [www.mdc.edu/iCED](http://www.mdc.edu/iCED) website. It is due upon completion of your service hours and/or at least three weeks before the end of the term.

5. The SOE Instructor will review all documentation to acknowledge student’s completion of the program. Instructor submits all Hour Report/Evaluation Forms to iCED. These forms should be sent to iCED at least three weeks before the end of the term, via Inter-office mail or personally.

Fall, 2016
Office of Student Internship & Clinical experience
SERVICE-LEARNING/CLINICAL EXPERIENCE PACKET
Teacher Education Program (K-12)

I- SCHOOL OF EDUCATION:

- Dr. S. Neimand, Director, School of Education, 305-237-6162, sneimand@mdc.edu
- Dr. M. Zapata, Chair, Teacher Education Program, 305-237-6567, mzapata1@mdc.edu
- Ms. Sandra Garcia, Director, Student Internship and Clinical Experience, 305-237-6373, sgarcia8@mdc.edu
- Fingerprinting Office: 305-237-6456, fingerprintingSOE@mdc.edu

II- INSTITUTE FOR CIVIC ENGAGEMENT AND DEMOCRACY (ICED):

- EEC Center/Campus- Coordinator: Layla Acirfa; 305-237-8358
  Director: Rebecca Pelham, 305-237-8380, rpelham@mdc.edu
- Hialeah Campus- Director: Corrinne Lockamy, 305-237-8743, clockamy@mdc.edu
- Homestead Campus- Coordinator: Linda Levin, 305-237-5205, llevin@mdc.edu
- InterAmerican Campus- Coordinator: Stephanie Wong, 305-237-6734, swong1@mdc.edu
- Kendall Campus- Coordinator: TBA 305-237-2692
  Director: Cristy Calderon, 305-237-0631, ccalder1@mdc.edu
- North Campus- Coordinator: Layla Acirfa; 305-237-8358
  Rebecca Pelham, 305-237-8380, rpelham@mdc.edu
- West Campus- Coordinator: Raisa Sequeira, 305-237-8960, rsequeir@mdc.edu
- Wolfson Campus- Coordinator: Monica Matteo-Salinas, 305-237-3163, mmatteos@mdc.edu
  Director: Tamica Ramos, 305-237-7470, tramos@mdc.edu
- College-Wide- Director: Josh Young, 305-237-7477, jyoung@mdc.edu

Website: www.mdc.edu/ICED

Fall, 2016
Service-Learning Web-based Application  Students’ Instructions  
Teacher Education Program K-12

All students participating in Service-Learning should use the web-based application system. The system i managed by the Institute Civic Engagement & Democracy (iCED) so if you have any problems contact you campus office (see below).

1. Go to www.mdc.edu/iCED and click on “Students – Get Started Here”.
2. Select “Register Your Service”.
3. Of the numbered options, since you are completing a service-learning project for a class, please selec Option 1: “Course service assigned by your professor (service-learning).” Then, enter you “myMDC Account ID” and “Password” in the space provided and log-in. (Note: A more detailed use guide is available by selecting “Help” next to where you entered your password).
4. Select “Start New Application”.
5. Select the class for which you are participating in service-learning, and complete any missin information about yourself (gender, cell, e-mail address).
6. Select “Proceed to School Selection”.
7. Select the school where you will complete your service-learning/clinical experience hours.  
   
   Note: All SoE service-learning/clinical experience hours must be completed in a Miami-Dad County Public School.
8. Once you have chosen your school, select “Submit Application & Finish”.
9. Print the “Service-Learning (SL) Contract,” take it to the school where you are going to complete you hours, and fill it out with your supervisor.
10. Submit the signed “Service-Learning Contract” to your professor or your campus Institute for Civic Engagement & Democracy (iCED) (if instructed by your professor) no later than your professor’ deadline so your placement can be changed from “Pending” to “Approved.” Deadline: ____________
11. Print the “SL Hour Report & Student Evaluation” form by clicking on the link provided. With ths 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 three weeks before the end of the term). Deadline: ____________
12. Return to www.mdc.edu/iCED and click on “SERVICE-LEARNING WEB-BASED STUDENT APPLICATION” to complete the on-line “Student Satisfaction Questionnaire” three weeks before the end of the term Deadline: ____________

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

Questions: Contact the Institute for Civic Engagement & Democracy

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Fall, 2016
How to Register for Service-Learning

1. Visit the iCED Main Page
   To register for your service-learning project, go to the following website and click on students: www.mdc.edu/iCED

2. Find a Service-Learning Placement
   Click on the yellow “Search for Service” button to access our database of organizations.

3. Register On-Line
   Start a new registration application via the iCED student page by clicking on the “Register Your Service” icon, select option 1 and follow steps 3-12 on front 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.
1. **How many hours of SOE service-learning/clinical experience are required?** Fifteen hours of SOE service-learning/clinical experience hours are required for each course, EDF 1005, EDF 2085, and EDG 4376.

2. **Where does this requirement come from and what exactly is required?** The Florida Department of Education requires that all teacher education students complete 15 hours of SOE service-learning/clinical experience hours for each class; e.g., 15 for EDF 1005, 15 for EDF 2085, and 15 for EDG 4376.

3. **What placement settings are allowed?** A K-12 classroom setting at any of the Miami-Dade County Public School.

4. **What exactly do I do during the 15 hours?** SOE service-learning/clinical experience requires that students systematically collect and analyze information in the field setting as well as participate and assist with any activity benefiting the learners and the community, while reflecting on the introduced FEAPs and their application to each particular course.

5. **Can I complete the SOE service-learning/clinical experience hour requirement in an after-school program?** No, the SOE service-learning/clinical experience hour requirement must be completed during regular school hours under the supervision of a teacher.

6. **Can I complete the SOE service-learning/clinical experience hour requirement in an adult education program?** Yes, as long as it is part of the regular school programming (K-12) and the classroom is supervised by a certified teacher in Miami-Dade County.

7. **Can I complete the SOE service-learning/clinical experience hour requirement in a charter school?** Yes, most charter schools fall within the M-DCPS system and are an acceptable placement.

8. **Can I complete the SOE service-learning/field hour requirement outside of Miami Dade County?** No.

9. **How do I locate the school where I can complete the SOE service-learning/clinical experience hour requirement?** For M-DCPS, you may visit [http://www.dadeschools.net/schools/schoolinformation](http://www.dadeschools.net/schools/schoolinformation) or review the iCED list when registering for service-learning.

10. **Can I complete the SOE service-learning/clinical experience hour requirement at a school where I work?** In such cases, the required hours must be completed outside of work hours and in an area different from your regular M-DCPS school classroom assignment.

11. **Can I complete the SOE service-learning/clinical experience requirement in a private school?** No, only at a Miami-Dade County Public School.

Fall, 2016
12. I’m taking EDF 1005 and EDF 2085 this semester. Am I required to complete 30 hours? Yes. You must complete a total of 30 hours (15 hours for EDF 1005 and 15 hours for EDF 2085) and cannot overlap the hours.

13. Can I complete my SOE service-learning/clinical experience requirement in two or three days? No, it is recommended that you complete 2–3 hours of SOE service-learning/clinical experience each week. The SOE service-learning/clinical experience requirement should be completed over the course of the academic term in order to receive maximum benefit from the experience.

14. Can I do my service-learning/clinical experience without a clearance card? NO. Students will need a clearance card in order to enter any Miami-Dade County Public School.

15. How do I get fingerprinted and background cleared? Follow the SOE Fingerprinting and Security Clearance Information packet provided by your instructor via e-mail. You can also request a fingerprinting packet from fingerprintingSOE@mdc.edu.
Dear Principal or Classroom Teacher:

[Signature]

MDC/SOE students should be actively involved with K-12 students in a classroom setting. However, since this student is not a certified teacher, he/she should never be left in charge of a classroom or alone with students. The classroom teacher will be asked to sign off on the Service-Learning Contract confirming that the student will be serving at your school, the Student Hour Report, and will complete the Evaluation of Student at the end of his/her service.

All students in these two courses are required to be fingerprinted and will provide you with a copy of their “Miami Dade College School of Education Security Clearance Card”. This is the proof that the student has cleared the M-DCPS fingerprinting process (Level II clearance) and can serve at your school. This student, with his/her level II clearance is ready to serve at your school immediately.

If you have any questions regarding the Level II clearance please contact the Supervisor of the M-DCPS Office of Community Service, Mr. Vincent Dawkins at 305-995-1972, vsdawkins@dadeschools.net.

We appreciate your willingness to help this student begin the process of becoming a teacher. Your guidance will be vital to our student’s success.

Cordially,

Mara Zápata, Ph.D.
Chairperson, Teacher Education Program

Fall, 2016
# Service-Learning Contract

## Student and Course Information

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th>Instructor’s Name:</th>
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<tbody>
<tr>
<td><strong>Course ID:</strong></td>
<td><strong>Reference #:</strong></td>
</tr>
<tr>
<td><strong>Phone Number:</strong></td>
<td><strong>Semester:</strong></td>
</tr>
<tr>
<td><strong>Campus:</strong></td>
<td><strong>E-mail:</strong></td>
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## School Information

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<tr>
<th>School Name:</th>
<th>Contact Person:</th>
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<td><strong>Address:</strong></td>
<td><strong>Phone Number:</strong></td>
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**Directions:** Students must discuss and complete the portion below with the school supervisor. Bring your course syllabus to review with the school supervisor.

1. **Describe the types of activities that you will engage in at this school:**

2. **How do these activities relate to your service-learning/clinical experience education course?**

3. **How many hours will you serve at this school?** __________

   **Start Date/Orientation:** __________

   **Days and times that you will serve at this school:** __________

## Contract Agreement

The Miami Dade College service-learning student agrees to act in a professional manner and to respect the rules and policies governing the school where his/her service-learning project is completed.

The school supervisor recognizes the important role that his/her school plays in educating service-learning students and will strive to assign tasks and activities to help enhance student learning. The school agrees to provide the student with appropriate supervision, a safe work environment and to complete student forms in a thoughtful and timely manner.

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

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<th>Student Signature:</th>
<th>Date:</th>
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<tr>
<th>Supervisor Signature:</th>
<th>Date:</th>
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<tr>
<th>Supervisor Full Name (Printed):</th>
<th>Phone Number:</th>
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Submit completed form as directed by your instructor.

Fall, 2016
# MDC Center for Community Involvement

## S-L Hour Report & Student Evaluation

### Student and Course Information

<table>
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<tr>
<th>Student’s Name:</th>
<th>Professor’s Name:</th>
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<tr>
<td>Course ID:</td>
<td>Reference #:</td>
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<tr>
<td>Phone Number:</td>
<td>Semester:</td>
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<td>Campus:</td>
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### Supervisor Information

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<th>Agency Name:</th>
<th>Supervisor’s Name:</th>
<th>Phone Number:</th>
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### Date IN OUT Supervisor Signature Hours

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<th>Date</th>
<th>IN</th>
<th>OUT</th>
<th>Supervisor Signature</th>
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**Agency Supervisor:** Please evaluate the student in the areas listed below.

- The responses provided may be used by instructors to determine student grades and will also appear on the student’s service-learning transcript.

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<tr>
<th>Attendance/Punctuality</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
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<th>Quality of Work</th>
<th>Excellent</th>
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<th>Fair</th>
<th>Poor</th>
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<th>Initiative</th>
<th>Excellent</th>
<th>Good</th>
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<th>Poor</th>
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<th>Overall Performance</th>
<th>Excellent</th>
<th>Good</th>
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### Additional Comments (please write clearly):

**Total Hours Completed:**

**NOTE:** Are you using the same hours for multiple courses (“double-dipping”)? Yes* ___ No ___

* If “Yes”, you MUST receive approval from all professors, register online for each course, AND identify below for which courses you will be double-dipping hours.

For which course(s)?

- Course ID: ______ Reference #: ______ Professor: ______
- Course ID: ______ Reference #: ______ Professor: ______

**Student Signature:** ____________________________ Date: ______

**Supervisor Signature:** ____________________________ Date: ______

**Supervisor Printed Name & Title:**

*Submit completed form as directed by your professor.*

*Remember to complete the online survey by logging back in (www.mdc.edu/cvi) to view your service history.*

Fall, 2016
Institute for Civic Engagement and Democracy

Student Satisfaction Survey

SAMPLE: Service-Learning Student Satisfaction Survey

Service-Learning Student Satisfaction Survey

1. Were you satisfied with the help you received in choosing a service-learning placement?  
   - Yes  
   - No  
   - Confirmed my career choice  
   - Increased my career choice  
   - Wasn't relevant to my career choice  
   - Questioned my career choice  
   - Changed my career choice

2. Did your service-learning experience have any effect on your career plans?  
   - Yes  
   - No  
   - Confirmed my career choice  
   - Increased my career choice  
   - Wasn't relevant to my career choice  
   - Questioned my career choice  
   - Changed my career choice

Please rate your experience with the community partner:  
“Campbell Drive Middle”

VS = “Very Satisfied”  
S = “Satisfied”  
D = “Disatisfied”  
VD = “Very Dissatisfied”

3. Helpfulness of agency staff  
4. Adequate orientation and training  
5. Adequate supervision  
6. Meaningful tasks to perform  
7. Recognition of my efforts

Your Overall Service Learning Experience

8. Overall, how would you rate your experience as a service-learning student?  
   - Great  
   - Good  
   - Fair  
   - Poor

9. Would you recommend your service-learning experience to your friends and classmates?  
   - Yes  
   - No

Please select the response which best reflects your feeling about the statements below.  
SA = “Strongly Agree”  
A = “Agree”  
D = “Disagree”  
SD = “Strongly Disagree”

10. The service I did for this class helped me see how the subject matter I learned can be used in my everyday life.

Fall, 2016