

Service-Learning

Independent Module Course Enrollment Packet

Thank you for taking the time to consider registering for an academic credit service-learning class at Mesa Community College! You will need to fill out the attached forms before you will be ready to register for the course. If at any point you need assistance with the registration process, please feel free to contact the Center for Service-Learning. Our staff will be happy to assist you.

Course Enrollment Steps

1. View the Service-Learning On-Line Orientation at www.mccservicelearning.org
It explains the core requirements of the class in detail and is the pre-requisite for registering! We urge you to download the Student Guide handout from this website!
2. Select an academic department in which to receive the credit: _____
Service-Learning courses are offered in more than 30 academic areas, you pick the area you want to receive the credit, usually your academic major!
3. Contact a faculty advisor to obtain their consent and discuss class requirements
Your faculty advisor must be in your academic interest area. Every service-learning class is unique, it is best to discuss your learning plan and goals before you get registered!
4. Select a community site to do your service at: _____
Visit <http://www.mc.maricopa.edu/academics/servicelearning/database.html> for our online database of sites you can choose from. You must serve at an MCC approved site!
5. Complete Student Service-Learning Agreement & Assumption of Risk Forms
Once you are registered for a service-learning class you have 3 days to decide if it is what you want. Make sure you have everything in place!
6. Return ALL paperwork to the Center for Service-Learning & register
Please do not register for a Service-Learning class anywhere but in the Center for Service-Learning office!

Faculty Advisor Recommendation

Faculty Advisor Name

Email Address

Phone

Room Number

KEEP THIS COVER PACKET FOR YOUR INFORMATION

Center for Service-Learning

The mission of the Center for Service-Learning is to promote excellence in teaching and learning through active service. We collaborate with the community, encourage servant leadership, promote personal growth, and foster social and civic responsibility.

Southern & Dobson Campus

*Kirk Student Center, Building 35
(480) 461-7393*

Red Mountain Campus

*Mesquite Building, 2nd Floor
(480) 654-7821*

*Email: servicelearning@mccmail.maricopa.edu
Visit us online at: www.mccservicelearning.org*



Registering For A Service-Learning Course At Mesa Community College

Placement Overview:

Service-learning courses at MCC are available in more than 30 different academic disciplines. Your initial step is to complete our brief online orientation regarding the enrollment procedures, and to learn all the details of the course expectations prior to enrolling in the course.

After the service-learning orientation has been given, you should contact an approved service-learning faculty advisor in your academic discipline. This meeting is an important step, as the faculty advisor will be grading you on the academic work that is required. A list of service-learning faculty advisors is located in the online orientation.

Prior to enrolling, it is also your responsibility to select and meet with the community site supervisor you wish to work with in order to determine the scope of the service you will be performing while engaged as a service-learning student. Visit our online agency partner database on our department website to search for your service site. You must serve at an MCC approved community agency. If the site you want to serve at isn't listed, ask our staff for options.

Once these steps have been completed, and the enclosed Service-Learning Class Enrollment and Assumption of Risk Forms have been completed, you can then return to the Center for Service-Learning in order to register for 1-3 credit hour, open entry/open exit class, based on 50 hours of service per credit hour.

For complete information be sure to download a copy of the Student Guide: Service-Learning as an Independent Class from our website.

Honors Students:

To graduate from the Honors Program at MCC the honors student must meet all the same academic conditions for graduation, as well as, fulfill the following program requirements:

- Earn a minimum of 15 credits of Honors Classes and,
- Complete a one-credit service-learning class

The service-learning class can either be taken for Honors level credit OR as a regular credit service-learning course. In order for a student to receive honors level credit for their service-learning class, the Honors Department requires students to commit to an extra activity. Complete information is available in the online orientation.

To learn more about the Honors Program, the Honors Office is located on the south side of the MCC campus, in the Social and Cultural Sciences building (SC14) or call them at 480-461-7079.

REACH Students:

Be sure to make an appointment with the REACH Service-Learning Program Coordinator who is available to assist you in the late afternoon on most weekdays and during the day on Saturday. She can be reached at the Center for Service-Learning at 480-461-7459.

Contacting a Community Agency:

Below you will find some helpful information on contacting a service site. If you need any assistance, please contact us.

1. Prior to contacting an agency, determine how many hours a week you have to volunteer. How many weeks/months will it take you to achieve your service goal? What kind of service project are you interested in? If you have a preference, be sure to tell it to the agency!
2. Finding an agency to serve at may seem challenging, but don't let that stop you from looking. Ask the Center for Service-Learning, or your faculty advisor for recommendations. We also have a lot of brochures and literature from many of our community partners. Stop by the office and check it out!
3. Once you've made your agency selection. We recommend that you call the contact person and identify yourself as a Mesa Community College student looking for a service-learning placement with their agency. When arranging your placement keep in mind of how busy non-profit agency staff can be and try to be patient.
4. Clearly state the number of hours you must complete, and tell them how many hours a week you have available to serve with them.
5. If you leave a voicemail message, we recommend that you speak clearly and slowly, tell them your name, your phone number, the hours you can be reached, and the rest of the information described above.
6. Remember to bring your Service-Learning Class Enrollment Packet with you when you interview at your agency.

Looking For Money to Pay For School?

Consider enrolling in the MCC UCAN Serve AmeriCorps program. AmeriCorps is a national service program, designed to meet the nation's critical needs in areas of education, public health and safety, as well as general community strengthening. Earn \$1000 - \$2362, depending on how many hours of service you can complete. Visit the Center for Service-Learning for an informational orientation.

IMPORTANT:

**RETURN COMPLETED FORMS TO THE CENTER FOR SERVICE-LEARNING
TO BE ENROLLED IN YOUR SERVICE-LEARNING CLASS.**

Service-Learning Class Enrollment Form

STUDENT INFORMATION

Student's Name _____ (_____) _____ (_____) _____ (_____) _____
Home Phone Work Phone Other: Cell ____

Student's Address _____ City _____ State _____ Zip _____

Student ID Number: _____ E-mail Address: _____

Primary Campus: (Select one) Southern & Dobson Campus Red Mountain Campus OTHER: _____

Your Academic Major: _____ or academic interest

Please Check if Applicable: Honors Student If so, are you doing this class for honors level credit? Yes No
(Honors students must complete a one credit of Service-Learning class, however the credit does not have to be honors level to qualify)
REACH Student

STUDENT AGREEMENT

As a student committed to a service-learning component in my education, I agree to devote _____ hours per week for the time period from (MM/DD/YR)____/____/____ to (MM/DD/YR)____/____/____ in the fulfillment of the service objectives described above to meet academic requirements of this service-learning experience. Further, I understand this is an academic credit class, and I will ensure payment for any course fees I owe due to the result of enrollment in this course.

Student Signature Date Parent Signature (if student is under 18) Date

MCC FACULTY ADVISOR AGREEMENT

I have examined _____'s learning plan (described below) and find it satisfactory. Upon my evaluation of _____ and
(Assignment(s) student will submit to demonstrate achievement of service and learning objectives)

other classroom requirements (if any), I will award _____ credit(s) for the service-learning class _____
Number Service-Learning Course Name

Faculty Signature Date

Faculty Advisor Name (printed): _____ Phone: _____

COURSE LEARNING OBJECTIVE & RELEVANCE

Please describe below (1) your principle learning objectives for this project (i.e. knowledge/understanding/skills you wish to gain/develop), (2) the significance of your learning objective (i.e. why you wish to learn this), and (3) the implementation methods you will use to achieve your learning objective. (i.e. specific activities by which you will accomplish your learning objective. How does this relate to your academic interests?)

SERVICE-LEARNING COURSE INFORMATION

Year 20____ Fall Spring Summer Session I Number of Credit Hour Service-Learning Commitment : 1 2 3
(1 credit=50 contact hours) (circle one)

Course Prefix & Number _____ Section Number _____ (This will be completed for you if you don't know)

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Service-Learning Class Enrollment Form

PLACEMENT CONFIRMATION

Project/Community Organization _____ () _____ () _____
Telephone Fax

Supervisor, Include Title _____ E-mail address _____

Community Site Address _____ City _____ State _____ Zip _____

As supervisor to _____, I hereby agree to guide his/her work done under my direction (as outlined below), and to
Student Name submit a final evaluation of the student's work

SERVICE OBJECTIVE

Student, after discussing this with your site supervisor please describe the service objective you intend to pursue in this project and the implementation methods you will use to achieve your service objective. Remember, your service must relate to the discipline you want to get the service-learning credit in.

Service Objective: (What service are you doing at the agency? What have you agreed to do as a volunteer with the agency?)

Implementation: (How will you achieve your service objective? Did you and the agency determine specific objectives?)

DISCLAIMER:

The Agency shall provide the Students with safe working conditions within which to provide the Services. The Agency shall not direct or permit Students to undertake activities that may be risky or inherently dangerous. The Agency shall provide sufficient instruction to the Students so that the Services provided meet both the Students' need to learn and the Agency's service needs. At the College's request, the Agency shall provide the College with a written evaluation of the Services that each Student provides. The Agency agrees that Students accepted by the Agency for Service will in no manner be considered employees, agents, or volunteers of the College, and that the Service relationship which is established will be solely between the Agency and the Student.

Site Supervisor Signature Date

SERVICE LEARNING OFFICE USE ONLY

Date Returned Date Registered Initials

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