



Independent Module Service-Learning 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 enroll in the course. If at any point you need assistance with the process, please feel free to contact the Center for Community & Civic Engagement. Our staff will be happy to assist you.

Course Enrollment Steps

1. View the Independent Module Orientation at www.mesacc.edu/getengaged/orientations
It explains the core requirements of the class in detail and is the pre-requisite for registering!
2. Select an academic department in which to receive the credit: _____
Service-Learning courses are offered in numerous academic areas. You pick the area you want to receive the credit, usually your academic major!
3. Visit the Center for Community & Civic Engagement to view the list of approved faculty advisors
Ask for the list of approved "Independent Module" faculty
4. Contact a faculty advisor to obtain their consent and discuss class requirements
Every service-learning class is unique, you must discuss your learning plan and goals before you get registered!
5. Select an MCC approved agency to do your service at: _____
YOU MUST SERVE AT AN APPROVED AGENCY: Visit www.mesacc.edu/getengaged/service-sites for our online database of service sites you can choose from.
6. Complete Student Service-Learning Agreement & Assumption of Risk Forms
The window to drop this class is three (3) days from the date of enrollment. Make sure you have everything in place!
7. Return ALL paperwork to the Center for Community & Civic Engagement & register
Do not register for a service-learning class anywhere except the Center for Community & Civic Engagement!
8. Once you have completed your hours, submit your completed contact log to your faculty advisor for grading.
Submit a copy to the Center for Community & Civic Engagement for a certificate.

Faculty Advisor Recommendation

Faculty Advisor Name

Email Address

Phone

Room Number

IMPORTANT: KEEP THE COVER PAGES FOR YOUR INFORMATION

RETURN THE COMPLETED FORMS TO THE CENTER FOR COMMUNITY & CIVIC ENGAGEMENT TO BE ENROLLED IN YOUR CLASS

Center for Community & Civic Engagement

The mission of the Center for Community & Civic Engagement is to promote excellence in teaching and learning through civic engagement programs. We cultivate service-learning, collaborate with the community, encourage civic and servant leadership, foster social responsibility, and promote personal growth.

Southern & Dobson Campus

KSC Lower Lever, Bldg. 35
(480) 461-7393

servicelearning@mesacc.edu
www.mesacc.edu/getengaged

Red Mountain Campus

Desert Willow Bldg., Room 138
(480) 654-7821

Facebook:
[@MCCEngagementCenter](https://www.facebook.com/MCCEngagementCenter)

TIPS ON CONTACTING A COMMUNITY AGENCY:

1. Prior to contacting an agency, determine how many hours a week you have available to serve. 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 Community & Civic Engagement, or your faculty advisor for recommendations.
3. Once you've made your agency selection, follow the placement process outlined in the database. Do you make a phone call, send an email or fax? It is vital that you follow the process as described.
4. When arranging your placement keep in mind of how busy the agency staff can be and be patient.
5. Remember to bring your Independent Module Service-Learning Enrollment Packet with you when you interview at your agency.

TELEPHONE GUIDE:

1. Identify yourself as a Mesa Community College student looking for a service-learning placement with their agency.
2. Clearly state the number of hours you aim to complete and tell them how many hours a week you are going to have available to serve with them.
3. Tell them your instructor's name and the course title of the class you are taking.
4. If you leave a voicemail message, state the following:
 - Who the message is for
 - Your name
 - Your phone number
 - The hours during which you can be reached
 - That you are looking for a service-learning placement for ___ hours
 - The date you would like to begin
5. Be polite! Remember, you are representing Mesa Community College.
6. Leave appropriate lead-time for them to contact you. In other words, do not call on Monday expecting to start serving on Tuesday.

HONORS STUDENTS AND SERVICE-LEARNING:

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 honors co-curricular activities

The service-learning class can be taken for Honors level credit OR as a regular credit service-learning course. For a student to receive honors level credit the student must enroll for a 3-credit service-learning class, and contract with the faculty advisor and the Honors Department to commit to an extra activity.

To learn more about the Honors Program, visit the Honors Office. Or call them at 480-461-7079.

BE RECOGNIZED FOR YOUR SERVICE!

Graduation Regalia

Students and faculty who complete a service-learning and/or civic engagement project with our department, have the opportunity to receive our graduation ribbon and pin suitable to wear at commencement.

Excellence in Service Award

Awarded to any MCC student and employee who has completed 250 hours of service during their tenure at Mesa Community College. Recipients will receive a medallion suitable to wear at commencement.

MCC Service Scholarship

For Mesa Community College students who have participated in a minimum of 100 hours of community service at a non-profit or government agency within the past 12 months of the submission date of application.

MCC Civic Scholar Recognition Program

Earn points and recognition by completing action items on the Civic Engagement Scorecard. Many of the scorecard activities may be used towards your Honors co-curricular requirements and/or the Chancellor's Civic Leadership Medallion.

Chancellor's Civic Leadership Medallion

A point-based system for students who engage in civic leadership opportunities. Students who complete an Independent Module service-learning class with a "C" or better can use that towards this award.

IMPORTANT: RETURN THE COMPLETED FORMS TO THE CENTER FOR COMMUNITY & CIVIC ENGAGEMENT TO BE ENROLLED IN YOUR COURSE.

INDEPENDENT MODULE SERVICE-LEARNING ENROLLMENT PACKET

STUDENT INFORMATION

RETURN COMPLETED FORMS TO THE CENTER FOR COMMUNITY & CIVIC ENGAGEMENT

Student's Name _____ Student ID (Not your social security number) _____ MEID (letters and numbers) _____

Student's Address _____ City _____ State _____ Zip _____

(____) _____ (____) _____ (____) _____
Home Phone Work Phone Cell Phone Email Address (Required for email enrollment confirmation)

Primary Campus: Southern & Dobson Campus Red Mountain Campus OTHER: _____

Your Academic Major: _____ or academic interest

Honors Student If so, are you doing this class for honors level credit? Yes No

STUDENT AGREEMENT

As a student committed to a service-learning component of 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 other classroom
(Assignment(s) student will submit to demonstrate achievement of service and learning objectives)

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

Faculty Signature _____ Date _____ Faculty Printed Name _____

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

Number of Credit Hours: 1 2 3
(1 credit = 50 service hours) (circle one)

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

INDEPENDENT MODULE SERVICE-LEARNING CLASS ENROLLMENT PACKET

SERVICE LOCATION INFORMATION

MUST BE AN MCC APPROVED AGENCY (If the agency you want to serve at is not in our database, you may NOT enroll.)

_____	(____)_____	(____)_____	
Agency Name (as it appears in the online agency database)	Telephone	Fax	
_____	_____		
Supervisor, Include Title	E-mail address		
_____	_____		
Agency Address	City	State	Zip

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

SERVICE OBJECTIVE

Student, after discussing this with your agency 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 student with safe working conditions within which to provide the services. The Agency shall not direct or permit a student to undertake activities that may be risky or inherently dangerous. The Agency shall provide sufficient instruction to the student so that the services provided meet both the student's educational needs 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.

Agency Supervisor Signature	Date
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SERVICE-LEARNING OFFICE USE ONLY

_____	_____	_____
Date Returned	Date Registered	Initials

RETURN COMPLETED FORMS TO THE CENTER FOR COMMUNITY & CIVIC ENGAGEMENT TO REGISTER!
KSC 35N, Lower Level, Southern & Dobson Campus ~ DW138, Red Mountain Campus



MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

2411 West 14th Street, Tempe, AZ 85281-6942

EXPERIENTIAL EDUCATION

ASSUMPTION OF RISK & RELEASE OF LIABILITY

For Students

Caution: This is a release of legal rights. Read and understand it before signing

The Maricopa County Community College District is a public educational institution. References to College ("College") include all of the Colleges within the Maricopa County Community College District ("District"), its officers, officials, employees, volunteers, students, agents, and assigns.

I, _____, ID/MEID _____ will be participating as an experiential education student at _____ (henceforth referred to as the "Program") from _____ to _____.

In consideration of my participation in this program, I agree as follows:

RISK OF PROGRAM ACTIVITIES: I understand that my participation in the College Program specified above involves risks of physical harm and injury inherent in service activities including, but not limited to, working with people, participating in sports and recreation activities, cleaning and maintenance projects, preparing and serving food, and other service activities.

INSTITUTIONAL ARRANGEMENTS: I understand that College is not an agent of, and has no responsibility for, any third party that I may provide any Program services to. I understand that College provides guidance and facilitates my Program activities only as a component of my experiential education experience and that accordingly, College accepts no responsibility, in whole or in part, for loss, damage or injury to persons or property whatsoever, caused to me or others while participating in the Program. I further understand that College is not responsible for matters that are beyond its control.

INDEPENDENT ACTIVITY: I understand that College is not responsible for any loss or damage I may suffer when I am doing Program activities and that College cannot and does not guarantee my personal safety. In addition, I specifically acknowledge that in performing Program activities, I am doing so independently in the status of student of the Program I choose, and not as an employee, or agent of College. I further waive any and all claims which may arise from such Program activities, acknowledge that workers' compensation benefits are not provided to me in my capacity as a student, and hold College harmless from any of my negligent acts. I further understand and state that I am not in any way an employee of College while performing this service or engaged in this project.

I further agree that I am solely responsible for my own equipment, supplies, personal property, and effects during the course of Program activities.

In addition, I agree that if I drive or provide my own motor vehicle for transportation to, during, or from the Program site, I am responsible for my own acts and for the safety and security of my own vehicle. I accept full responsibility for the liability of myself and my passengers, and I understand that if I am a passenger in such a private vehicle, College is not in any way responsible for the safety of such transportation and that College's insurance does not cover any damage or injury suffered in the course of traveling in such a vehicle.

HEALTH AND SAFETY: I have been advised to consult with a medical doctor with regard to my personal medical needs. I state that there are no health-related reasons or problems that preclude or restrict my participation in this Program. I have obtained the required immunizations, if any.

I understand that I may be required to pay up front for my medical expenses that I incur while participating in this Program. Further, I understand that I am responsible to submit any medical receipts to my insurance carrier upon my return. I recognize that College is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. College may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. Such actions do not create a special relationship between the MCCCCD and me. I release the MCCCCD, its officers, officials, employees, volunteers, students, agents, and assigns from all liability for any bodily injury or damage I sustain as a result of any medical care that I receive resulting from my participation in Program, as well as any medical treatment decision or recommendation made by an employee or agent of the MCCCCD. I agree to pay all expenses relating thereto and release College and MCCCCD from any liability for any actions.

Participating in any activity is an acceptance of some risk of injury. I agree that my safety is primarily dependent upon taking care of myself. I understand that it is my responsibility to know what personal equipment is required (such as footwear, clothing, and other personal protective equipment) and provide the proper personal equipment for my participation in the Program, and to ensure that it is good and suitable condition. I agree to ask questions to make sure that I know how to safely participate in the Program activities, and I agree to observe the rules and practices which may be employed to minimize the risk of injury while participating in the Program activities. I agree to reduce the risk of injury to myself or others by limiting my participation to reflect my personal fitness level, wearing the proper protection as dictated by the activity, not wearing anything that would pose a hazard in the performance of the activity, not ingesting or using any substance during the activity which could pose a hazard to myself or others. I agree that if I fail to act in accordance with this agreement that I may not be permitted to continue to participate in the activity.

ASSUMPTION OF RISK AND RELEASE OF LIABILITY: I understand that I may be injured and lose or damage personal property as a result of participation in the Program. Therefore, I assume all risks related to the Program activities. Knowing the risks described above, and in consideration of being permitted to participate in the Program, I agree to release, indemnify, and defend College and MCCCCD and their officials, officers, employees, agents, volunteers, sponsors, and students from and against any claim which I, the participant, my parents or legal guardian or any other person may have for any losses, damages, or injuries arising out of or in connection with my participation in this Program.

SIGNATURE: I indicate that by signature below that I have read the terms and conditions of participation and agree to abide by them. I have carefully read this Agreement and acknowledge that I understand it. No representation, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This Agreement shall be governed by the laws of the State of Arizona which shall be the venue for any lawsuits filed under or incident to this Agreement or to the Program. If any portion of this Agreement is held invalid, the rest of the document shall continue in full force and effect.

Signature of Program Participant

Date

Signature of Parent or Legal Guardian (if student is a minor)

Date

Mesa Community College Service-Learning Class Student Evaluation Form

Student: Make sure this form is completed and returned to your service-learning faculty advisor as proof you have completed your hours.

STUDENT: _____ STUDENT ID: _____ MEID: _____

PHONE #: _____ ADDRESS: _____ CITY/ZIP: _____

FACULTY ADVISOR: _____ COURSE #: _____ HOURS REQUIRED: _____

AGENCY NAME: _____

AGENCY ADDRESS: _____ CITY/ZIP: _____

AGENCY SUPERVISOR: _____ PHONE #: _____

STUDENT EVALUATION

To be completed by agency site supervisor after service hours have been completed.

Please rate this student accordingly, provide brief explanation when necessary, and make specific positive comments on the motivation, interpersonal skills, work ethic, and other skills or attributes you have observed.

This student. . .	Excellent	Outstanding	Good	Fair	Needs Improvement
Works well with agency employees and clients	5	4	3	2	1
Takes initiative, "jumps right in" as appropriate	5	4	3	2	1
Is actively engaged in appropriate service activities when possible	5	4	3	2	1
Exhibits a positive and cooperative attitude	5	4	3	2	1
Attends as expected and is on time	5	4	3	2	1

COMMENTS:

AGENCY SUPERVISOR'S SIGNATURE: _____ DATE: _____ TOTAL HOURS: _____