

# SUBMITTING SERVICE-LEARNING PAPERWORK



Follow these instructions to submit your service-learning paperwork to the Center for Community & Civic Engagement.

Forms to Submit:

- 1) Placement Confirmation Form & Agreement of Conduct\*
- 2) Experiential Education Assumption of Risk and Release of Liability\*
- 3) Service-Learning Contact Log

\*The first two forms should be submitted **BEFORE** you start your service. The last form upon completion of your service. See *instructor syllabus* for due dates.

## In-Person Students

1. Submit original, hard copy forms, to your Service-Learning Assistant or the Center for Community & Civic Engagement.

## Online Students (Online, Live Online)

1. Submit forms via your student email to [servicelearning@mesacc.edu](mailto:servicelearning@mesacc.edu) or fax to 480-844-3148
2. Subject Line: Course Name, Section Number, Instructor's Last Name (i.e. CRE101, 32345, Smith)
3. PDF files are preferred:
  - a. Scan the completed document(s) using a **Free Scanner App** to convert to a pdf. Suggested apps are **Microsoft Office Lens** and **AdobeScan**. You may also use your **iPhone/iPad Notes** app
4. Do not include these instructions or pages 1-4 with your paperwork

Questions? Email [servicelearning@mesacc.edu](mailto:servicelearning@mesacc.edu)



**MESA  
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

# Service-Learning

## ***In-Course Module Placement Packet***

### Service-Learning

A teaching and learning method that connects meaningful service to the community with academic learning through guided reflection.

Areas of focus include:

- Critical Thinking & Problem Solving
- Clarification of Values
- Career Exploration
- Social & Personal Development
- Civic & Community Engagement

It also:

- Connects academic knowledge with experiential education
- Offers valuable hands-on experience
- Supports community strengthening efforts

### Civic Engagement

Civic engagement encompasses actions to promote the quality of life in the community, through both political and non-political processes.

### Community Engagement

Community engagement describes the collaboration between institutions of higher education and their larger communities for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.

## **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 that: cultivate service-learning campus environments, collaborate with the community and diverse populations, develop co-curricular service projects, encourage civic leadership, foster social responsibility, and promote personal growth.*

### **Southern & Dobson Campus**

KSC 35N, Lower-Level  
480-461-7393

Email: [servicelearning@mesacc.edu](mailto:servicelearning@mesacc.edu)  
Fax: 480-844-3148

### **Red Mountain – Academic Engagement Center**

Desert Willow Bldg., Room 135  
480-654-7821

facebook: [MCCEngagementCenter](https://www.facebook.com/MCCEngagementCenter)  
website: [www.mesacc.edu/getengaged](http://www.mesacc.edu/getengaged)



**CENTER FOR  
COMMUNITY &  
CIVIC ENGAGEMENT**



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## I. Forms Overview

- Agency Letter – leave this letter with your agency supervisor
- Placement Confirmation Form & Agreement of Conduct – submit before you start
- Assumption of Risk – submit before you start
- Contact Log – submit upon completion of hours

## III. Placement Process

You place yourself for your service-learning experience by contacting an approved agency you wish to serve at and asking if they have an opportunity available. You **MUST** serve at an MCC approved agency. Search our database here: [tinyurl.com/MCCServiceSites](http://tinyurl.com/MCCServiceSites)

If you need assistance OR wish to contact an agency that is **NOT** a current partner, visit the Center for Community & Civic Engagement for more details.

## IV. Paperwork

Give the **Agency Letter (#1)** to the agency contact (They agency keeps this!).

There are two initial forms that **NEED** to be completed, signed, and submitted prior to starting your service: **Placement Confirmation and Agreement of Conduct Form (#2)** & **Assumption of Risk Form (#3)**. Submit these forms to your Service-Learning Assistant or the Center for Community & Civic Engagement **BEFORE** you start your service.

When you have completed your service hours, submit the signed and completed **Contact Log (#4)** (make sure the agency has completed the evaluation portion and signed both sides). Also, it is a good idea to make a copy of the log for your records prior to submitting it. Submit the log to your Service-Learning Assistant or the Center for Community & Civic Engagement.

## V. Service-Learning Assistant

A Service-Learning Assistant (SLA) is a student leader in the class who will assist the Service-Learning Program Coordinator and instructor with the overall service-learning experience.

## VI. Certificates

All students who successfully complete their service-learning hours and follow all instructions will receive a certificate. Those who do not submit all paperwork, serve at a non-approved site, and/or are paid, will **NOT** receive a certificate.

## II. Fingerprint Clearance Card

If you need a fingerprint clearance card, please visit for more details: [www.mesacc.edu/community-civic-engagement/forms](http://www.mesacc.edu/community-civic-engagement/forms)



## Telephone Protocol

When arranging your placement, be mindful of how busy the agency staff can be and be patient. Below you will find some helpful procedures when introducing yourself to potential agencies you choose to contact. Remember to take along your Placement Confirmation and Agreement of Conduct Form when you visit the agency for your interview.



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.

**Enjoy your service!**

NOTES: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

## Why Participate in Service-Learning? What are the Benefits?

- ★ Hands-on learning!
- ★ Gain real-world learning experiences!
- ★ Develop critical and analytical thinking skills!
- ★ Learn new skills!
- ★ Meet people in the community from different backgrounds!
- ★ Explore careers and network with professionals in your field of interest!
- ★ Make a difference in the community by sharing skills and talents!
- ★ Earn college credit while serving!
- ★ Strengthen resume and scholarship applications!

## Want to extend your service and earn college credit? Then register for an Independent Module service-learning course.

Students have the option to register for a stand-alone service-learning course. Core components include:

- Students register for 1, 2, or 3 credit hours
- 50 hours of service required per credit hour registered
- Establish learning objectives with faculty in given discipline
- Reflect on experience, keep reflective journal
- Create a final analytical paper or project that summarizes your learning

Reason why students register for these classes:

- They chose it as an option to graduate from MCC with the Honors designation
- They need an extra credit to maintain scholarship, financial aid, and/or athletic eligibility
- They want the service documented on their transcripts

Visit the Center for Community & Civic Engagement for an application and to register!

## Making a Difference Grants



The Making a Difference Grants are funds given to students to complete an approved service-learning project. We want students to make a difference in the community! **Application must be submitted and approved prior to any purchases being made.** See the Center for Community & Civic Engagement for an application and details.

## Service Awards & Scholarships

1. **Graduation Regalia:** Students who complete service-learning with our department, are eligible to wear our graduation ribbon and pin at the commencement ceremony.
2. **Excellence in Service Award:** Awarded to any MCC student who has made an outstanding commitment to service (250 hours or more) while attending MCC. Recipients will receive a medallion suitable to wear at commencement.
3. **Chancellor's Civic Leadership Medallion:** A points-based system for students who engage in civic leadership opportunities. An **Independent Module** service-learning class is one of the opportunities.
4. **Service Scholarships:** We support and promote various service scholarships to recognize students who have made a difference in our community.





**MESA  
COMMUNITY COLLEGE**  
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Center for Community & Civic Engagement  
1833 West Southern Avenue  
Mesa, AZ 85202  
480-461-7393

Dear Service-Learning Agency Representative:

We are pleased you have agreed to be a Mesa Community College Service-Learning Agency Partner. This service opportunity is an important experience for the students at our college. We appreciate your assistance in making it a meaningful one.

*Service-Learning is a teaching and learning method that connects meaningful service to the community with academic learning through guided reflection. Areas of focus include: critical thinking and problem solving, values clarification, career exploration, social and personal development, as well as civic and community responsibility.* There are key factors to make this experience valuable:

1. The service must be linked to the course competencies or objectives, and needs to be a relevant experience for each student.
2. There should also be a meaningful contribution made to your agency by our students.
3. Please help the students understand that what he or she is doing at your agency is important work.

MCC has had great success with this program over the past years. Without your assistance, we would not be able to make this program work. The Center for Community & Civic Engagement is committed to the success of this program, as are the faculty and administrators at Mesa Community College. If we can do anything to help this program succeed at your agency, please do not hesitate to email at [servicelearning@mesacc.edu](mailto:servicelearning@mesacc.edu). We look forward to working with you and your agency!

Sincerely,  
Bernice Rosas Belmonte  
Program Director  
Center for Community & Civic Engagement

*To be filled out by student*

Student's Name

Phone Number

Email Address

MCC Instructor's Name

Phone Number

Email Address

Course Name (i.e. REC 120 ~ Leisure and the Quality of Life)

Course Objective(s)

Course Objective(s) Continued

# Placement Confirmation Form & Agreement of Conduct



**MESA COMMUNITY COLLEGE**  
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**STUDENTS:** You are responsible for making your own copies! Make copies for **yourself** and your **instructor(s)** as needed.

**Submit ORIGINAL forms to your Service-Learning Assistant or Center for Community & Civic Engagement OR as a .pdf document to servicelearning@mesacc.edu or fax 480-844-3148 by the due date outlined in your instructor's syllabus.**

**TYPE or PRINT LEGIBLY!**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Complete Address: \_\_\_\_\_ MEID: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_ (H) \_\_\_\_\_ (C)

Semester:     Fall         Spring         Summer                      Academic Year: \_\_\_\_\_

Campus:      Southern & Dobson     Red Mountain         Online

<b>Primary Service-Learning Course:</b>	<b>2<sup>nd</sup> Service-Learning Course:</b>	<b>3<sup>rd</sup> Service-Learning Course:</b>
Course Name (i.e. SOC101): _____	Course Name (i.e. SWU171): _____	Course Name (i.e. CRE101): _____
Course # (i.e. 35100): _____	Course # (i.e. 35102): _____	Course # (i.e. 35104): _____
Day & Time of Course: _____	Day & Time of Course: _____	Day & Time of Course: _____
Instructor: _____	Instructor: _____	Instructor: _____

*Note: Your Primary Service-Learning Course is the course you will receive your Service-Learning Certificate of Completion.*

Agency: \_\_\_\_\_

Agency Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Agency Address: \_\_\_\_\_ Agency Phone: \_\_\_\_\_

**Hours Required:** \_\_\_\_\_    **Student Start Date:** \_\_\_\_\_    **End Date:** \_\_\_\_\_

**Student's Service Responsibilities/Tasks** – List what activities the student will perform as it relates to their course objective(s)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Days and Times of Service:** \_\_\_\_\_

## AGREEMENT OF CONDUCT FOR SERVICE-LEARNING STUDENTS

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Since MCC students represent themselves, their faculty member, the Center for Community & Civic Engagement, and Mesa Community College when placed in local schools and service agencies, the highest standards of professionalism and responsibility are expected. Compliance with the following expectations and responsibilities for professional conduct is required of all participants. I understand it is my responsibility to:

- Complete all required steps to ensure confirmed placement including, but not limited to, making initial contact with my agency, and submitting completed confirmation paperwork by the due date.
- Communicate with my agency supervisor about connections to course competencies to be met as a result of my service-learning experience and about appropriate options for active involvement.
- Comply with all rules, processes and policies of the site in regard to interns and/or volunteers. I understand the importance of signing in and out of my site, wearing appropriate identification, and working in view of supervisor for my safety and the safety of those with whom I will be working with.
- Provide proof of fingerprinting and other documentation as needed by the agency.
- Remain open to supervision and feedback from my agency supervisor concerning my attitude and performance. I understand that such constructive feedback will facilitate my personal development as a student.
- To accept the role of a “professional” in regards to: committing to scheduled visits, reliable attendance, appropriate attire (conservative), and mature communication. I understand that visible tattoos, body piercings, and unnatural hair color may not be appropriate.
- Meet all target dates established by my instructor for placement, completed program paperwork, reflection journal entries, final project, and other course-related assignments and activities. I understand that being late or missing target dates may result in grade related consequences.
- Know that, upon completion of my service-learning, my agency supervisor will evaluate my attitude and performance in relation to how well I:
  - Work with agency employees and clients
  - Exhibit a positive and cooperative attitude
  - Attend as expected and am on time
  - Am actively engaged in appropriate service activities
  - Take initiative, “jump right in” as appropriate
- Make immediate contact with my agency supervisor in the event that I am unable to complete the service-learning.
- Bring to the attention of my instructor any difficulties in meeting the expectations for the service-learning project as outlined here and in class.

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**The undersigned have read and accept the terms of this confirmation and agreement form.**

*I agree to accept this student from Mesa Community College (MCC) and provide adequate supervision and training at this service-learning placement site. I understand that we, the Agency Partner, are responsible for screening applicants as needed to determine suitability; we understand MCC does not screen any of its students. MCC’s Center for Community & Civic Engagement serves as a referral entity.*

\_\_\_\_\_  
**Agency Supervisor**

\_\_\_\_\_  
**Date**

*As a student committed to this service-learning component of my class, I agree to devote the necessary time needed to the fulfillment of the service objectives and to meet the academic requirements of this service-learning experience.*

\_\_\_\_\_  
**MCC Service-Learning Student**

\_\_\_\_\_  
**Date**



**MARICOPA**  
COMMUNITY COLLEGES

*PHOTO RELEASE: I authorize the Maricopa Community Colleges (including its colleges and related entities) to photograph or video me and to use the photographs or videos for educational or promotional purposes in any type of media. The photographs or videos may not be used for profit without my express permission. I understand that I will not be paid or rewarded for providing this authorization.*

\_\_\_\_\_  
**MCC Service-Learning Student**

\_\_\_\_\_  
**Date**

*Students, complete the Experiential Education Assumption of Risk & Release of Liability Form*



MARICOPA  
COMMUNITY COLLEGES

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT  
2411 West 14<sup>th</sup> Street, Tempe, AZ 85281-6942

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## EXPERIENTIAL EDUCATION ASSUMPTION OF RISK & RELEASE OF LIABILITY

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### *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 ("MCCCD"), its officers, officials, employees, volunteers, students, agents, and assigns.

I, [REDACTED], ID/MEID [REDACTED] will be participating as an experiential education student at [REDACTED] (henceforth referred to as the "Program") from 1/16/24 to 5/10/24.

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 location 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.



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



## SERVICE-LEARNING CONTACT LOG



Student Name: \_\_\_\_\_ Academic Year: \_\_\_\_\_ Semester:  Fall  Spring  Summer

MEID: \_\_\_\_\_ Student ID: \_\_\_\_\_

Agency: \_\_\_\_\_ Agency Supervisor: \_\_\_\_\_

Primary Service-Learning Course: Course Name (i.e. SOC101): _____ Course # (i.e. 15100): _____ Day & Time of Course: _____ Instructor: _____	2 <sup>nd</sup> Service-Learning Course: Course Name (i.e. CRE105): _____ Course # (i.e. 15102): _____ Day & Time of Course: _____ Instructor: _____	3 <sup>rd</sup> Service-Learning Course: Course Name (i.e. SWU171): _____ Course # (i.e. 15104): _____ Day & Time of Course: _____ Instructor: _____
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*Note: Your Primary Service-Learning Course is the course you will receive your Service-Learning Certificate of Completion.*

### **STUDENT EVALUATION – to be completed by Agency Supervisor**

*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. Also, please validate the number of hours they served.*

	Excellent	Good	Average	Fair	Needs Improvement
This student. . .					
<i>Works well with agency employees and clients</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Takes initiative, "jumps right in" as appropriate</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Is actively engaged in appropriate service activities when possible</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Exhibits a positive and cooperative attitude</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Attends as expected and is on time</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Please validate student's hours*

AGENCY SUPERVISOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ TOTAL HOURS: \_\_\_\_\_

Date of Visit	Time of Visit	Brief Description of Focus, Responsibility or Activity	# of Hours
8/30/2024	3:00pm-5:45pm	Typed, filed, answered phones	2.75

Tracking time - 60 minutes (1), 45 minutes (.75), 30 minutes (.5), 15 minutes (.25). Please use this calculation format.

**TOTAL HOURS:** \_\_\_\_\_