

Service Learning Student Info. Sheet Fall 2009

HOW DO I SIGN UP FOR SERVICE LEARNING?

- Read your syllabus to determine service learning requirement. Discuss 1-3 learning objectives with your Instructor.

- Select an organization that can meet your learning objectives from the Service Learning Partner Directory. Contact them and let them know you'd like to volunteer a minimum of 15 hours (or whatever your course requirement is.)

- Fully complete the **Service Learning Agreement form** and turn in to the Service Learning office located in the Student Services Center (Office S205H in 1400 bldg.) across from the Transfer Center counter. The deadline to turn your fully completed form in is **Friday, October 23, 2009 at 3:00 p.m.** You do not need to see a staff person, unless you have questions so feel free to drop it in the box outside the office. We will e-mail you to notify you we have received the form.

- Once your enrollment form is turned in, pick up in the office or on the website a **Service Learning Timesheet** and keep track of your hours. This timesheet **MUST** have your supervisor's signature on it before being turned in. You must complete a **minimum of 15 hours** with the same organization and timesheets are due to the Service Learning office by **Friday, December 11, 2009 at 3:00 p.m.** You will then receive in the mail approximately one month after the end of the semester a certificate and information on how to obtain your co-curricular recognition.



FREQUENTLY ASKED QUESTIONS:

How many hours do I have to complete in order to get credit? You must complete a minimum of 15 service hours during the course of the semester (Education 200 courses require 30 hours). Hours contributed before or after the semester will not be counted.

Can I volunteer at an organization that is not listed in the community partner directory? No. You can only gain credit by selecting a partner organization that is listed in the directory.

Can I volunteer at more than one partner organization? Yes, but you must serve a minimum of 15 hours at each organization and they must all be able to meet your learning objectives. You'll need to complete a separate enrollment form and timesheet for each organization.

If I'm already volunteering, can I use that for my service learning time? Maybe. You can if the organization you are volunteering with is listed in the partner directory and they can give you tasks that meet your learning objectives. Only hours served during the semester will be counted.

Can I use one organization to fulfill the service learning requirements for more than one class? Yes, if the learning objectives from both courses can be met through the one organization. You would also need to complete separate enrollment forms for each course, as well as complete the requirement for each course.

All forms and the community partner directory can be obtained in the office, or on our web site listed above in the top right corner.



A few helpful hints.....

- *Call, visit or e-mail the Service Learning Office whenever help is needed. The staff will answer questions, provide guidance or help solve problems.
- *Due to insurance and liability issues, only work with organizations listed in the Service Learning Community Partner Directory.
- *Get started early as it can take 2-3 weeks to make phone contact and meet with the site. You don't want to miss the deadline to enroll because you waited until the last minute and could not connect with an agency or school.
- *When contacting an organization, make sure to identify yourself as a Southwestern College Service Learning student and inform them of the number of hours you want to serve and your course learning objectives.
- *If your site requires a TB test, go to Southwestern College Health Services and get a free test.
- *Remember to turn in your enrollment form and timesheet before the deadlines listed on the front.



Important things to remember.....

Being professional is extremely important when serving at your site as your behavior reflects on the college and yourself. Please make sure to:

- *Dress appropriately (don't wear clothes that are ripped, revealing, dirty or have inappropriate logos) and follow the site's dress code.
- *Speak appropriately (no cuss words, too many personal conversations or gossip, or asking staff/clients on a date during your service period).
- *Call the site when you are not going to make it when scheduled.
- *Call the site when you are going to be late.
- *Not make it a habit of being late or not showing up as the site may be depending on you.
- *Not socialize with site/school clients/students outside of service hours.
- *Perform the assigned duties to the best of your ability and follow direction.

Remember to be creative, ask questions, be positive and HAVE FUN!

