



Southwestern College *Service Learning Program Process*

1. Non profit organizations, schools and public service agencies complete a directory form, placement agreement and attend a program orientation. • Community partner will then receive a welcome letter and partner handbook • Volunteer needs are then compiled into a Partner Directory
2. Faculty offer a Service Learning option in their classes. • Faculty create learning objectives for their students • Faculty contact Service Learning Center for classroom presentations during the first few weeks of the semester • New faculty contact Kathy Parrish, Service Learning Faculty Coordinator, for orientation to Service Learning program and assistance with incorporating sl into their classes
3. Service Learning students receive the partner directory and select a site based on their learning objectives. • If students select site or projects not listed in directory, community organization will need to complete a placement agreement and attend an orientation prior to students volunteering • Faculty are welcome to invite partner agencies to speak to their classes • A Volunteer Fair is held mid-February and September for students to connect with partner organizations
4. Students contact prospective community partners to discuss placement. • Discuss learning objectives and volunteer position • Agency, Faculty and Student sign enrollment form (and student signs waiver) • Student turns in forms to Service Learning Center by deadline date
5. Community Partner & Faculty receive letter/listing from Service Learning office indicating which students have turned in enrollment forms. • Letter will also contain any updates on the Service Learning Program
6. Student begins minimum of 15 hours service to the partner organization. • Partner organization contact will supervise volunteer and sign timesheets • Faculty member will sign timesheets at the end of the semester • Student turns in timesheets by deadline date to the Service Learning Center • At end of semester student receives congratulations letter that includes a certificate of recognition and a co-curricular transcript form
7. Once semester is over and students have completed service, the agency, students and faculty members will receive an evaluation form to provide feedback on the program.

The SWC Service Learning office is located at Southwestern College in the One Stop Student Center – room S104-O. Please contact the following with any questions:

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