

Service Learning Program

General Procedures for Faculty



Service Learning (SL) connects course concepts with service to the community. Students volunteer a minimum of 15 hours over a semester with a partner organization utilizing learning objectives from their courses. At the end of the semester the student will receive a certificate of recognition and a co-curricular transcript form.

INSTRUCTOR RESPONSIBILITIES

- Determine reflection assignment (generally a journal, research paper or speech) and point value or how it will be graded
- Most instructors offer as an optional assignment
- Include service learning assignment in course syllabus
- Allow SL staff to present a 10-15 minute classroom presentation (staff will contact you to set up) at beginning of semester
- Assist students with development of learning objectives if needed
- Encourage student participation and sign student Agreement forms and Timesheets
- Complete a short Survey monkey evaluation at end of fall semester

SERVICE LEARNING FORMS

- **STUDENT INFORMATION SHEET**
Form is available to print online (see instructions below) or they may visit the Service Learning office located in the Student Center, room 601C.
- **AGREEMENT FORM (Generally due by 8th week of semester)**
COMMUNITY PARTNER AND STUDENT INFORMATION: Students provide their contact and course information, as well as the volunteer organization name and tasks they will be performing.

LEARNING OBJECTIVES AND SIGNATURES: Student formulates 1-3 learning objectives with the assistance and approval of the instructor. Objectives should be based on course concepts and learning objectives, however personal objectives can also be included as long as the course concepts are the main focus.

Students must sign the form and obtain signatures from their instructor and partner organization to confirm all parties are aware and in agreement of the learning objectives. Student then turns into SL office by deadline.
- **TIMESHEET (Due the Friday before finals week)**
COMMUNITY PARTNER AND STUDENT INFORMATION: Students provide their contact and course information, as well as the volunteer organization name.

HOURS COMPLETED AT SITE: Student lists the days and hours volunteered and obtain their supervisor's signature for each day they volunteer. At end of semester student totals hours, signs the form and obtains their instructor's signature and then turns into SL office by deadline.

SERVICE LEARNING VOLUNTEER PARTNER DIRECTORY

- Partner Directory is available online: www.swccd.edu/servicelearning
- Students contact prospective site and discuss learning objective and placement.

STAFF CONTACT INFORMATION

Sandy Calderon, ext. 6537 or scalderon@swccd.edu

FACULTY SUPPORTERS

Kathy Parrish, ext. 5548 or kparrish@swccd.edu

Noreen Maddox, ext. 5556 or nmaddox@swccd.edu

Website:

www.swccd.edu/servicelearning