Service Learning
Connecting college and community

Student Handbook

“One is not born into the world to do everything but to do something”
- Henry David Thoreau
Service-Learning Preface

Service learning is a form of experiential education that partners academic instruction with community service. Students learn through participation in thoughtfully organized service activities that are course relevant and meet actual community needs. Engage, the San Diego City College service learning program, links students to the community through hands-on educational experiences. Students volunteer with non-profit organizations and schools to make connections and a difference in the real world. This manual has been created for students at San Diego City College participating in Service Learning. It includes general guidelines, expectations and forms associated with the service, and is intended to assist you in selecting your site and participating in this enriching experience for yourself and your community site.

“Service Learning means a method under which students learn and develop through thoughtfully organized service that: is conducted in and meets the needs of a community and is coordinated with an institution of higher education, and with community; helps foster civic responsibility; is integrated into and enhances the academic curriculum of the students enrolled; and includes structured time for students to reflect on the service experience.”

*American Association for Higher Education (AAHE): Series on Service Learning in the Disciplines*

The Center for Service Learning at San Diego City College will provide as much support as possible to faculty, students, and community partners. The Service Learning Coordinator serves as a liaison between students, faculty and the community sites. The Service Learning office is based in the Career/Transfer Center in A-112, and my office in A-1Q is open part time, and the Service Learning Coordinator can be reached as follows:

E-mail: cmorton@sdccd.edu
Phone: 619 388-3722 (rings into the Career Center, and they will forward the call)
Cellphone: 619 392-6699
Website: www.sdcity.edu/servicelearning.aspx
What is Service Learning?

Service Learning is the process of integrating volunteer community service with active guided reflection, and merging it into an academic curriculum. It is designed to enhance and enrich student learning of the course material.

The academic parent of Service Learning is called experiential learning. As in all types of experiential learning, such as cooperative education, internships, and field placements, service learning directly engages the learner in the phenomena being studied with the hope that richer learning will occur.

The critical difference and distinguishing characteristic of Service Learning is its two-fold emphasis on both enriching student learning and revitalizing the community. To accomplish this, effective service learning initiatives involve students in course-relevant activities which address the human, safety, environmental and educational needs of the community.

Despite the fact that research has shown that we remember only 10% if what we hear, 15% of what we see, and a mere 20% of what we see and hear, these remain the basic sense modalities stimulated in most educational experiences. Service Learning strategies recognize that we retain 60% of what we do, 80% of what we do with active reflection, and 90% of what we teach others. It offers an excellent opportunity to break away from the traditional lecture driven pedagogy.

Benefits of Service Learning for Students

- Increases relevancy of education by bringing academic instruction to life
- Enhances learning of values, citizenship, and leadership skills
- Provides knowledge and expertise from the community
- Provides platforms to analyze and discuss civic values
- Prepares individuals to participate in internships and research
- Allows exploration of career options
- Develops a sense of community and civic responsibility
- Develops contacts within the community
- Teaches workforce skills
- Provides opportunities to accommodate different learning styles
- Develops connections with people of diverse cultures and lifestyles
- Increases a sense of self-efficacy, analytical skills, and social development
### Distinctions Between Volunteerism, Community Service and Service Learning

<table>
<thead>
<tr>
<th>Volunteerism</th>
<th>Community Service</th>
<th>Service Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>The engagement of students in activities where some service or good work is performed.</td>
<td>The engagement of students in activities where some service or good work is performed and where students learn how their service makes a difference in the lives of the service recipients.</td>
<td>The engagement of students in activities designed to address or meet a community need, where students learn how their service makes a difference in themselves and in the lives of the service recipients, and where learning is intentionally linked to academics.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Example</th>
<th>Example</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Volunteer a Day at the River</strong></td>
<td><strong>River Rendezvous</strong></td>
<td><strong>A Walk through the Watershed</strong></td>
</tr>
<tr>
<td>Students spend a day cleaning up litter and trash along the river.</td>
<td>Students spend time learning how to monitor water quality and the importance of this activity. They spend the day engaging in monitoring activities along the river.</td>
<td>Students spend time learning about the environment and watersheds. Students identify issues and needs related to watersheds. Students work collaboratively with the community members on projects designed to educate the general public about watershed issues and needs and what can be done to protect the watersheds. Students reflect periodically on what they are learning in the content areas, about themselves and their role in society.</td>
</tr>
</tbody>
</table>

“Never doubt that a small group of thoughtful, committed, citizens can change the world. Indeed, it is the only thing that ever has.”
-Margaret Mead
Service Learning Student Handbook

Select a Service Learning Project

1. Carefully review the San Diego City College Community Partner Database for sites. Note that many sites have multiple locations. You may be able to find them on their websites. This Community Partner Database is updated periodically, and can be found at sdcity.edu/servicelearning.aspx.

2. E-mail or call the contact person listed for that site and indicate you are a San Diego City College student with a service learning assignment, and that you are interested in volunteering for that organization. Be persistent. If you do not hear back from the site coordinator in two or three days, CALL them back. They want to work with motivated students.

3. Arrange for an interview.

4. Make arrangements for your project/activity by end of the third week in the term.

5. Be aware that many organizations will require you to have proof of a recent TB test, and may also require criminal background checks. Many of them will help you with the cost of the background check. Your City College TB test is usually accepted.

6. When you and the site supervisor agree to your service, you will both sign the Service Learning Student Agreement form and submit the form to your professor. You will also share the Service Learning Timesheet with your supervisor and ask them to sign it each time you are working at your community site.

7. Contact the Service Learning Coordinator, Cassie Morton, if you need assistance or suggestions finding an organization. Her e-mail address is cmorton@sdccd.edu or you can leave a message for her at 619 388-3722 which is the Career Center phone. Her office is A-1-Q.

Once you begin your service, please keep the following points in mind:

• As a service learner it is important to remember that you are not only representing yourself as a student, but you are representing San Diego City College.

• Treat your service as you would treat paid employment. Make sure to arrive on time. Tardiness is unprofessional and inconvenient to the site supervisor. Clothing should always be neat and professional. Ask what the dress code is if it has not already been mentioned.

• If you are working directly with individuals who your community site serves, make sure to obtain and maintain professional communication. Educate individuals about your role at the community site and for how long you will be there. Remember, this is a professional relationship.
Select a Service Learning Project (continued)

- Make sure to take notice of the strengths in the community and how those strengths can be adapted to meet needs in the community.

- Develop and maintain a good professional rapport with those you work with. Be trustworthy, respectful and non-judgmental.

- Communicate with your site supervisor and your professor. If any situation arises that you have questions or concerns about, make sure to address them before it becomes unmanageable. Be proactive!

- Always keep in mind how you can tie course objectives to your service-learning experience.

- Plan a schedule with your site supervisor and stick to it. Any changes in your scheduled hours should be communicated with your site supervisor.

- Keep track of the number of hours you are at your site on your time log. This log must be turned into your professor.

- Ask questions at your site if you don’t understand something or want to know about it.

- Confidentiality! Make sure you maintain it. If you have questions about what information can and cannot be shared, ask about the policy of the community site. Don’t ever give out specific information about another person.

More information:
Service Learning Student Agreement forms can be found at the Career-Transfer Center.

Service Learning Coordinator:
Cassie Morton cmorton@sdcccd.edu
Office: A-1-Q (please note she is part time, so e-mail is best)
Career Center phone (619) 388-3722
(leave a message or they will forward the call)
Frequently Asked Questions

- **List by career or job area**: A brief list has been provided for you, but some agencies have even more types of volunteer needs. Some even try to tailor community service activities around your interests and skills.

- Minimum hours or period of time: Some sites will require a minimum of more than 15 hours, especially if they need to train you. This is particularly true in the healthcare area where the hospitals require a commitment of 100 hours or more.

- **Address**: Many organizations have multiple sites. The address listed may be their headquarters, but they have other locations. Be sure to ask about those. You often can learn about these on their website. The San Diego Unified School District and the San Diego Library System have sites all over the city of San Diego. The same is true for Chula Vista and National City, but are listed only once in the Database.

- **Orientation**: Orientations are required for some sites. You may need to sign up for these and they may not be offered every week, so do not procrastinate on this. You may even want to check out several organizations’ orientations to learn more about what you would be doing as a volunteer.

- **Background Check**: Many organizations will require a background check. Some will absorb the cost of this, while others do not. Be sure to inquire about this. They may require a background check for some jobs but not for others. We have included this information on the database where possible. Don’t rule out an organization just because you have a criminal record. Some will not accept volunteers with felonies, others will. Do not be afraid to ask.

- **What types of service opportunities are available?** There are numerous activities available. Students are placed in pre-approved organizations that best fit the learning objectives of their course. Opportunities include: educational outreach, conservation efforts, youth services, senior assistance, health and social services, and so much more.

- **How does this program differ from volunteerism?** Service learning is a teaching method that incorporates community based activities into the curricula. Unlike volunteers, service learning students are required to connect service experiences to course content through reading.

- **What are the benefits of service learning?** Students can discover connections between classroom and community, learn though applied experiences, explore career choices, and become more actively involved in the community.

- **Can students with busy schedules participate in service learning?** Most students have busy schedules with work, school, family, and other obligations. Even so, there are plenty of opportunities to serve. Some organizations provide night and weekend placements while others are open to meeting individual needs.
Student Forms

**Student Community Partner Agreement Form**
Get this form signed by your community partner’s site supervisor and turn it in to your instructor by the end of the third week of school or date set by your instructor. Note that the two signature lines found in the middle of the form give us permission to use a photo of you taken at your community site, or to quote you or use your writing in our Reflections Journal. This an excellent opportunity to have your work published. Student testimonials are so powerful. *Full size forms included*

**Student Timelog**
Fill in your hours each time you perform your service and have your site supervisor initial after those hours. This form is to be turned in to your instructor at the end of the semester.

“Everybody can be great because everybody can serve.”
-Martin Luther King Jr.
SERVICE LEARNING STUDENT AGREEMENT FORM

RETURN THIS FORM TO THE SERVICE LEARNING OFFICE PRIOR TO BEGINNING SERVICE

City College Career/Transfer Center  A-112

Please read the following statement carefully. By signing this form, you are agreeing to participate in a service activity and waive district liability as set forth in this declaration for said participation.

All persons travelling to and from the volunteer site shall be deemed to have waived all claims whatsoever against the State of California, the San Diego Community College District, and their agents, officers, and employees for any injury, accidents, illness, or death occurring during or by reason of the Service Learning class. I agree that any accidents or infractions (moving violations) incurred while driving my own vehicle are my sole responsibility. I will not hold San Diego Community College District or San Diego City College, its employees and agents responsible for any such damage, injury or liabilities. Further, injuries occurring during or as the result of my participation in the service learning class may be covered in accordance with the policy terms and conditions of the student insurance program, which is secondary coverage to any available health insurance.

Student's Name:___________________________________  Student ID#_______________________  
Mailing address: ____________________________________________________________________  
Phone:_____________________________ E-mail:__________________________________________  
Course:_________________________________ Instructor:___________________________________  

Please initial for essay and/or photo release:
I hereby give my permission to print my service learning essay in the annual edition of “Reflections”.____________  
I hereby give my permission for the Service Learning Office to publish photographs or video of me involved in service activities.__________

Service Learning Site: (Organization must be an approved SD City College Service Learning site)

Name of Organization________________________________________________________________  
Supervisor________________________________________ Phone:___________________________  
E-mail:___________________________________  Approx. # of service hours to be completed_______  
Duties to be performed:________________________________________________________________  

Site Supervisor’s Signature               Date  Student’s signature                         Date  
I agree to accept the above-named student  I agree to the terms set forth above and to perform my duties to the best of my ability  And provide adequate training and supervision at this service learning site.  I have read the liability waiver and agree to its terms.
Service Learning Timesheet

Return this form by FRIDAY, JUNE 1, 2012 to the Service Learning office. Please complete form with all required signatures. To receive credit you MUST complete a minimum of 15 hours (unless your course requires more) and turn in by the deadline date.

SECTION 1: Community Partner and Student Information

Organization Name

Student Name

Contact Person

Student College Id#

Student Phone

Contact Phone/email

SDCC Instructor Name

Course

SECTION 2: Hours completed at site (include EACH DAY that you volunteer)

<table>
<thead>
<tr>
<th>DATE</th>
<th># OF HOURS</th>
<th>SUPERVISOR SIGNATURE</th>
<th>*Required EACH DAY that you volunteer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Hours: ______________

SDCC Instructor’s Signature
(to be signed after hours have been completed)

Student Signature

Service Learning Connecting College and Community