

To: Whom it May Concern

From: John A. Donahue, Assistant Professor, CCBC

Date: September 7, 2007

Subject: Evaluation of Student Enrolled in SSCI 111, "ENGAGEMENT IN COMMUNITIES," Fall 2007

Please evaluate the student _____, who worked for a minimum of 30 hours at your agency this summer session to complete the course requirements. Please hand this evaluation to the student in a sealed envelope or forward the evaluation to me at the following address:

John A. Donahue
AF Building, Room 319
CCBC, Catonsville Campus
800 South Rolling Road,
Baltimore, Maryland 21228

This is a critical part of the student's completion of the course and I would ask that you Give it to the student no later than **Friday, December 14, 2007**. If you must mail it, please do so no later than **Tuesday, December 11, 2006**, in order that the student may get credit for the completion of this course. If you have any questions, please do not hesitate to contact me at jdonahue2@ccbcmd.edu.

Please describe the work the student did and comment on it below or on the back of this sheet. Feel free to use additional pages if necessary. Thank you for your time!

Signed _____

Title _____

Name of Agency _____

Phone Number _____

THE COMMUNITY COLLEGE OF BALTIMORE COUNTY

DESCRIPTION OF SERVICE LEARNING PROJECT

Between the weeks of September 22 and December 15, a thirteen-week period, students will be expected to complete a minimum of 8 hours of work in a particular community agency. By September 22, students should have visited the agency and met with the appropriate person to discuss the agency and to work out a schedule that fits with the student's schedule, is of value to the agency and will allow for maximum understanding of the workings of the agency. That is, some flexibility in time schedule, i.e. days of the week and weekend days, will perhaps be advantageous to the student in learning about all aspects of the work of an agency.

As indicated on the syllabus, the student is required to keep a journal of his or her work at the site; these notes will be due and discussed in class. On December 8, we will plan a more formal final presentation that is worth 15% of their final grade. The final written assignment/reflective paper will be due on the same day, as indicated on the syllabus. Students will receive a specific outline as to the format of this paper, which is the culmination of all the student's work this semester and is worth 20% percent of their final grade.