



**THE COMMUNITY COLLEGE OF BALTIMORE COUNTY
CATONSVILLE
CENTER FOR SERVICE LEARNING**

STUDENT INSTRUCTION BOOKLET

Fall 2007

“Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it’s the only thing that ever has.” –Margaret Mead

“You will find meaning only by sharing in the responsibilities, the dangers and the passions of your time.” –President Lyndon B. Johnson

**The Community College of Baltimore County-Catonsville
Center for Service Learning
AF-325**

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Center for Service Learning Student Instructions:

The Center for Service Learning would like to welcome students on embarking on service learning this semester. We are delighted to have you be a part of this exciting learning endeavor. We believe that this experience will be rewarding and will present you with the opportunity to learn more about yourself and the communities that surround you. In order to create the best possible learning experience for you, the Center for Service is responsible for matching students with volunteer agencies that will enhance course objectives and that might also match your interests and/or major. You will be required to fulfill specific hours of community service and participate in some form of reflection for which you will receive a grade.

Center for Service Learning Mission:

The mission of the CFSL office is to assist instructors in creating learning opportunities that take the students out of the boundaries of the traditional classroom experience and expose them to a more in-depth learning experience. This is achieved by combining academics and service in the community to create civic involvement, community awareness, and future leaders.

Service learning definition:

“Service learning combines service objectives with learning objectives with the intent that the activity changes both the recipient and the provider of the service. This is accomplished by combining service tasks with structured opportunities that link the tasks of self-reflection, self-discovery and the acquisition and comprehension of values, skills and knowledge content”

National Service Learning Clearing House

The Service learning assignment for this course includes several integral steps that the student must complete in order to have a successful experience.

Step 1: A scheduled classroom visit from a CFSL facilitator:

A facilitator assigned to your instructor/ course will visit your class at the beginning of the semester to assist the instructor and the students. During this visit the facilitator will introduce the program, define expectations, give deadlines, and also answer questions about service learning.

Step 2: Review the site list, select a service site, fill out Student Information Sheet, and return the sheet to CFSL building AF-325 by 09-24-07.

Students who participate in Service Learning will be required to turn the student information sheet after they have reviewed the list. The sheet should be turned into the CFSL, AF- 325 no later than **09-24-07**. **Students who do not have the Student Information Sheet into the office by 09-24-07 will be responsible for arranging their own service learning hours.** If you bring the Student Information Sheet in after this date, you will receive it back in the mail with a late notification letter. When you turn in your sheets, make sure the site’s dates and times fit your schedule.

When choosing a site, students should make sure they are abiding by the guidelines outlined by the instructor. Instructors have discretion when confirming any agency that the student may choose. **Students who are permitted to find their own agency must supply the CFSL with specific identifying information about the agency (name, address, phone, description of agency, duties, and site supervisor).**

Step 3: Facilitator contacts the agency and sets the appointment:

The facilitator that is assigned to your class will place you at the site that you have chosen for this assignment according to the sign up sheet that will be distributed. After you placement at the site is established and confirmed, the facilitator will send you a form called “Notification of Placement”. This form will notify you of the date and time of your initial service learning appointment. Please keep this form as a reminder of your service learning obligations.

Step 4: Complete you service learning hours

It is now your responsibility to complete your service learning assignment. You are permitted to reschedule your appointment. However, the student must do so with the site supervisor. Each time you visit the site the site supervisor must verify and sign your certification sheet.

Step 5: Turn in your Certification Sheet to AF- 325:

When your Service Learning hours are completed, you must return your Certification sheet with all information completed to Stephanie Simmons in AF- 325. Students who do not turn in the Certification Sheet, (see last pages) by Monday, November 19, 2007, will not get credit for the service learning assignment.

Step 6: Confirming your service:

After your Certification Sheet is turned in, the facilitator will contact the agency at which you completed your service learning assignment and confirm your reported service learning hours. If we do not receive your Certification Sheet by Monday, November 19, 2007, your assignment will be reported as incomplete to your professor at the end of the semester in a written report.

Please keep in mind that all of our organizations rely heavily on the support of volunteers. If you need to cancel or postpone an appointment do so appropriately and responsibly, with as much notification as possible, so that your valuable position may be refilled.

Please feel free to contact or stop by the CFSL office if you have any questions, comments, concerns, or problems with your service learning assignments as soon as possible.

Thank you for your time and cooperation.

The Center for Service Learning at CCBC-Catonsville

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20 Service Learning Tools:

Safety and Service Suggestions for Volunteers: Service to the community may take you places that seem different from your own neighborhood. Some people welcome the chance to learn about new areas, communities and individuals that may seem different while others wonder if they are safe in this new environment. The following simple precautions make good sense at a service site as well as when you are in familiar areas such as the CCBC-Catonsville campus, your own community and neighborhood and your favorite weekend hangout:

Know where you are going. Make sure that you have the correct address and a verbal description of the place you're volunteering if possible. Take advantage of the information provided to you in this handout, you have been given all the information that you will need to locate the site you will be visiting. The address, telephone number and site supervisor information is given in this packet (see p.?). You can get directions from several sources including the internet, the CFSL office and the service agency itself if you are unsure of where they are.

Before you go to the site, make sure that you have the correct day and time that you are suppose to meet the site supervisor at the agency. Do not go where you are not expected and always let someone know where you are going and when to expect you back. If you are a student who is choosing a site that is not listed in this packet please make sure that a facilitator has this information before you volunteer.

Avoid being a target for trouble by:

- Being aware of your environment
- Not displaying expensive jewelry, large amounts of cash or valuable items such as sports equipment, compact disc players or cellular phones; and
- Do not leave these same items visible in your car, whether locked or unlocked.

Always lock your car. When returning to a parked car, have the key in your hand as you approach. Before opening the care visually check around. If it is at night request that someone walk you to your car if possible.

Take Action if necessary. It is very unusual to be harassed or threatened while volunteering. The Center for service Learning has written agreements with the agencies on our site list to provide a safe environment. If you feel that you have been harassed report the incident to the site supervisor or police if possible and the Center for Service Learning.

Report any incident to your instructor and the Center for Service learning office as soon as possible. We can not correct or help in a situation if we do not know about it.

Adapted from the Anne Arundel Community College Center for Service Learning To learn more about protection of volunteers and other resources for reducing the risk to volunteers refer to the following resources:

- The Federal Volunteer Protection Act (VPA) of 1997 (42 U.S.C 14501-05)
- Maryland version of the VPA law
- The Non-Profit Risk Management Center
- The Center for Service Learning

Suggestions and Sample Phone Script for Contacting a Community Agency

1. With whom to speak: When calling the agency, always ask to speak with the volunteer coordinator or the person identified with this title. If that person no longer works at the agency than ask to speak to the volunteer coordinator

2. When to call. Always try to call the person during the times they have identified as their best time to volunteer. If you must leave a message, identify yourself, why you are calling, your phone number and the best time to contact you. BE PERSISTENT. You might have to call and leave several messages before you are able to contact any one.

3. What to say : Hi. My Name is _____, and I am a student at the Community College of Baltimore County Catonsville. I am currently enrolled in (input the name of your course) and I am interested in volunteering at your agency. I need to complete (input the number of hours that your instructor is requiring) by (state the deadline) and I would like to know if you have any volunteering opportunities where I might be able to learn more about your agency and its services. (Don't forget to mention any special skills, certifications or experience that you might have that could be relevant to the agency)

4. What to ask:

- What will I be doing?
- Where will I be working?
- What should I wear?
- Where can I park?

5. Confirm the agreement: Agree on what you will be doing Agree on your schedule Make sure that the agency will sign you Certification Sheet.

Service Learning Web sites: Campus Compact: www.compact.org. This site provides service learning resources for faculty, staff, administration as well as other links.

The National Service Learning Clearing House: www.servicelearning.org The National Service Learning Clearing House is the national site for service learning information.

American Association of Community Colleges Service Learning Resources:
www.aacc.nche.edu Provides publications and resources on service learning.

Learn and Serve: www.learnandserve.org Information on service learning resources and offers suggestion on service learning assignments.

AmeriCorps: www.americorps.org AmeriCorps is a network of national service learning programs that engage more than 50,000 Americans each year in intensive service to meet critical needs in education, public safety, health and environment.

Checklist for Selecting a Service learning Site

- The Agency is appropriate and will meet course objectives and guidelines
- I am interested in this site and want to learn more about this community
- Hours of operation to perform the assignment fits your schedule
- I have read the entire list and signed in the appropriate places

STUDENT RELEASE FORM

PLEASE READ THE INFORMATION BELOW

To ensure you a safe and satisfying learning experience, we are asking you to follow the guidelines listed below:

- 1. Be sure of the assigned site, location, phone number, site supervisor, and the date and time of your service.*
- 2. Be sure to return your paper work of completion to the Center for Service Learning located AF-325. Make sure that it is complete and includes signatures from the site supervisor as well as your own.*
- 3. Be advised that you might be required to complete an assignment as a part of the instructions from your professor. See course instructor for further details.*
- 4. Please be aware that is the Center for Service Learning does not receive your signed Completion Sheet your total assignment will be reported as incomplete and you will nor receive full credit for the assignment.*
- 5. All students who participate in Service Learning for the upcoming semester will have the opportunity to fill out an evaluations sheet that should be given to your facilitator at the end of the semester with your certification sheet.*

CONFIDENTIALITY STATEMENT

I understand that all activities, in which I am involved, as a student participating in service learning are to be kept in the strictest confidence. I will not release/exchange any type of personal information concerning clients of the agency I serve without written permission from the appropriate persons

FOR OFFICE USE ONLY

Volunteer Agency: _____

Date Placed: _____ Date of Service: _____

Date of Notification of Placement: _____

Call Log: _____
