SERVICE LEARNING
STUDENT GUIDE

Contents:

<u>Student Instructions for the Service Learning Website</u>

1. Go to www.chattahoocheetech.edu. Click on "Programs and Courses" tab. Scroll down and click on "Service Learning". Alternately, type in the Service Learning homepage address printed above.

2. Now it's time to find a project/community partner.
   a. Scroll down and you will find a list of current partners organized by theme. Click on the link that interests you or that relates to the topics in your class.
   b. You can also search for projects by going to www.volunteermatch.org, www.handsonatlanta.org or http://www.idealist.org
   c. One-day projects and other special projects are posted on the service learning page under "Upcoming Volunteer Opportunities"

3. Scroll down to find and print the following Service Learning forms:
   a. Service Learning Enrollment & Agreement
   b. Timesheet

4. Once you pick a project, contact the Community Partner to get started. Identify yourself as a Service Learning Student at CTC when you contact the Community Partner.

5. **Make sure you bring your Service Learning Enrollment & Agreement form when you visit the Community Partner.**

If you have any questions, concerns, comments, please contact Leigh Keever at 770-528-4481 or Marian Muldrow at 770-528-4532, or email us at service.learning@chattahoocheetech.edu.

Questions to Ask Community Partners

- Ask questions about:

    a. Location
    b. Safety
    c. Parking (i.e., is it free)
    d. Bus routes (if applicable)
    e. Orientation required (where, when, length)
    f. Training (individual, group, video)
    g. What do I need? (shot record, fingerprint, walking shoes)
    h. What do I need to wear? (dress code)
    i. What kind of work will I do? (this is how you'll find out if there may be work that you're not physically able to do, uncomfortable with or unqualified for)

Also Remember To:

- Immediately identify yourself as a **service learning** student, when you make a contact with an agency person,

- If you are using email to correspond with an agency, be certain to write "Service Learning Student," or "Volunteer."

- Communicate with the community partner what you would like to learn while doing service learning at their site.

- Tell community partner the name of your service learning course.

- It is helpful to take your syllabus to the agency person so that they can see what course objectives you will be learning.

- Remember you must adhere to agency policy and procedure. For example you must observe the dress code.

NEVER transport persons, be left alone with minors, or perform service learning in a private residence without a community partner representative.

CTC Service Learning Information

Service Learning Office

Currently, both directors are located on the North Metro Campus. The Service Learning Office will be established at a physical location by Spring 2015.

Service Learning Email Address

service.learning@ChattahoocheeTech.edu

Service Learning Staff

Leigh Keever
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Sociology Instructor
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770-528-4481

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Service Learning Website

http://www.chattahoocheetech.edu/service-learning/

Additional Volunteer Websites

www.handsonatlanta.org

www.volunteermatch.org

www.idealist.org

Service Learning Forms

SERVICE LEARNING ENROLLMENT and AGREEMENT
1 – Complete the top section of the form.
2 – Fill in the minimum hours required for your class at the bottom of the form.

3 – Make sure there are three signatures: Student, Agency/Organization, Instructor.

3 – Turn in the completed form to your instructor.

SERVICE LEANRING TIMESHEET

1- Record time each day that you serve and the hours your volunteered.
2- Have your supervisor sign the form and provide contact information for your instructor.
3- Turn in the completed time sheet to your instructor.

Need Help?

Problem: The designated contact person no longer works with the community partner.

Solution: Ask the community partner who is the new volunteer coordinator. If you don't get a response, move on to another community partner. Inform service learning coordinator.

Problem: Community partners aren't responding

Solution: Call and e-mail every chosen community partner everyday for three days. If no response, choose another community partner. Students should choose multiple community partners that will meet their needs in case one partner does not respond. Inform service learning coordinator of community partners that do not respond.

Problem: The community partner is already full with service learning students.

Solution: Choose another community partner. Students should choose multiple community partners that will meet their needs in case one partner does not work out.

Problem: Student can't find a community partner that works for them.

Solution: Student should contact the service learning coordinator for more help.

Problem: The work the student is doing is not meaningful or the student is not being treated with respect.

Solution: Notify the instructor and service learning coordinator **IMMEDIATELY**. The service learning coordinator will work to make sure the community partner understands the importance of the service for your class. If the student is still not treated with respect or given meaningful work, the student will need to find another community partner.

Problem: The student must drop or withdraw from the class or drop the service learning project.

Solution: Student **MUST** contact their community partner and service learning coordinator. The community partner needs to know not to expect the student.

Problem: The student would like to work with more than one community partner.

Solution: The student can work with more than one community partner. Just complete and sign an enrollment agreement for each community partner.

CTC Service Learning Time Sheet

Student:_____

Instructor:_____ **Course:**_____

Hours required:_____ **Semester:**_____ **Year:**_____

Date of Service	Total Time	Supervisor's Signature*	Agency/Organization	Comments
Total Time				

CONTACT INFORMATION FOR SUPERVISOR:_____

*TO BE SIGNED AND COMPLETED BY SUPERVISOR(S) ONLY. In an effort to ensure that every Chattahoochee Technical College student completes his/her service learning requirement, please record all dates and hours for your service learner(s).

Chattahoochee
TECHNICAL COLLEGE