



Chattahoochee
TECHNICAL COLLEGE

The Center for Service Learning

SERVICE LEARNING STUDENT GUIDE

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Student Instructions for the Service Learning Website

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.idealists.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 Sheri Easton-Long at 770-528-4502, Leigh Keever at 770-528-4481, email us at service.learning@chattahoocheetech.edu, or call The Center for Service Learning at 770-528-6771.

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

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Faculty Co-Director of Service Learning

English Instructor

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Leigh.Kever@ChattahoocheeTech.edu

770-528-4481

Service Learning Website

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

Additional Volunteer Websites

www.handsonatlanta.org

www.volunteermatch.org

www.idealists.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 LEARNING 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.

Both of these forms can be found on the website as a combined pdf for your convenience.

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.

SERVICE LEARNING ENROLLMENT & AGREEMENT

Student Name	Semester	Year	
Name of Course	Instructor	Class Location (campus)	
Agency/ Organization			
Address	City	State	Zip
Contact Name	Title		
Phone	Email		

As a student enrolled in Service Learning with the above agency/organization, I understand and commit to the following:

1. I will comply with agency policies, standards, and regulations and serve in a professional manner with respect for others, especially with regard to confidentiality.
2. I will be on time or call the agency if I cannot attend due to illness or emergency.
3. I will contact the Service Learning Office at Service.Learning@ChattahoocheeTech.edu if I have concerns, difficulties and/or feedback about this agency.
4. My instructor, Service Learning Director, and agency representatives may confer about my placement, hours, and service.
5. It is my responsibility to discuss the placement with my instructor(s) and to be certain it ties into the objectives of the course.
6. I agree that Chattahoochee Technical College and all persons authorized by CTC shall be entitled to photograph me and/or record my voice for the purpose of supporting CTC's instructional, informational, and promotional goals and that CTC retains full ownership of photographed, recorded, and edited materials connected with Service Learning.
7. I will complete Service Learning in good standing, complete instructor's requirements, and turn in all paperwork.

The agency/organization representative agrees:

1. To provide detailed instructions regarding the task(s) the Service Learner is to complete.
2. To discuss with the student, in advance, any need for change of placement or hours of service.
3. That while in service as a Service Learner, the student will not be asked to transport any person, be alone with any minors, or be in any private home without an agency representative.

The student is required to complete a minimum of ____ hours not including any required agency orientation and training. **An official time sheet must be kept!**

Student Signature _____ Date _____

Agency Rep/Contact Signature _____ Date _____

CTC Instructor Signature _____ Date _____

Chattahoochee Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award technical certificates of credit, diplomas, and associate of applied science degrees. As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Inquiries must be directed to the Title IX and 504 Coordinator, Chattahoochee Technical College, 980 South Cobb Drive, Marietta, Georgia, 30060, Office #1102 (770) 528-4484. A Unit of the Technical College System of Georgia.

6/07

CTC Service Learning Time Sheet

Student: _____

Instructor: _____ Course: _____

Hours required: _____ Semester: _____ Year: _____

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

SUPERVISOR'S CONTACT INFORMATION: _____

***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).