

Agency Partner Placement Packet

Service-Learning at Mesa Community College

Center for Service-Learning

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www.mc.maricopa.edu/servicelearning



 a Maricopa Community College



Center for Service-Learning
1833 West Southern Avenue
Mesa, AZ 85202

Dear Agency Partner,

The Maricopa County Community College District (MCCCD) is a public education institution. Mesa Community College (MCC) is committed to making a difference in the community by encouraging students to learn first-hand about possible educational opportunities and career ventures. Our mission is to also prepare our students to become active citizens, and we would like to ask for your assistance in helping to achieve this.

As part of the curriculum in some college classes, students are asked to participate in a service-learning project. Students may also register for the independent service-learning module. In these field experiences, students select an agency that relates to their career interest, social issue, or theme that is studied in the course. This enables students to learn about these issues firsthand by serving at that agency. You are invited to become one of MCC's service-learning partners and participate in our program.

In this packet you will find information explaining MCC's Service-Learning program. If you are interested in becoming one of our service-learning partners, please complete and return *original* copies of these forms:

- MCCCD Experiential Education Partnership Agreement (if not signed already)
- Memorandum of Understanding for Placement Sites (completed by all sites)
- Service-Learning Site Data Information Form (completed by all sites)

It is important that the *original* forms, signed by someone with legal authority for your site, be returned as soon as possible in order for students to serve at your site (please note that individual schools can not enter into this agreement on behalf of their school district). *In addition to the forms listed above, each agency must submit a certificate of insurance* (details listed in the "Needed Documents Checklist" section). If you want to check to see if your agency has already signed the MCCCD Experiential Education Partnership Agreement, visit the district website at: www.dist.maricopa.edu/legal/search_cpp/index. Please be as detailed as you can about the experiences your organization can provide to our students. If you need more information about our program, please visit our website at: www.mc.maricopa.edu/servicelearning. Our department functions as a referral agency, not a placement agency, so it is important to know that a student(s) placement is not a guarantee. Once we have the needed documents, your agency is placed in the District database as well as in a referral guide that is made available to MCC students.

The Maricopa County Community College District and Mesa Community College looks forward to partnering with your agency and being able to provide many educational opportunities for our students as well as provide service to the community through your agency. If you have any questions, please call (480) 461-7763.

Sincerely,
Dawn M. Rhodes
Program Advisor

Duane D. Oakes
Faculty Director

SERVICE-LEARNING AT MESA COMMUNITY COLLEGE

Our Mission Statement

The mission of the Center for Service-Learning is to promote excellence in teaching and learning through the integration of academic study with active service. We collaborate with the community, encourage civic engagement, promote personal growth, and foster social responsibility.

Service-Learning

Service-Learning is a teaching and learning method that connects meaningful community service with academic learning through guided reflection. Areas of focus include:

- Critical Thinking and Problem Solving
- Values Clarification
- Career Exploration
- Social and Personal Development
- Civic and Community Responsibility

It also...

- Connects academic knowledge with experiential education
- Offers valuable hands-on experience
- Provides credit to students for service activities
- Supports community building efforts

The Center for Service-Learning provides students with educational opportunities in community service through placement in government agencies, educational entities, civic organizations, and advocacy groups. The Center also fulfills community needs, by maintaining and developing partnerships between college, student, and community, as well as providing assistance to faculty who are interested in developing service-learning components in their courses.

The service-learning options offered at MCC include:

- One Shot Modules: Faculty member incorporates a one-day service event into his/her class. Students generally serve between 3-6 hours.
- In-Course Modules: Integration of service-learning into existing courses allows students to participate in community service as part of their normal curriculum in lieu of a class assignment, class presentation, research paper, or exams. Service hours given to the community via these options average more than 15,000 hours per year. Requirements similar to those of the independent modules are adapted at the discretion of the faculty.
- Independent Modules: These have been offered to students since the fall of 1992. Approximately 200 students per year enroll in these classes, representing an average of 25,000 service hours to the community. Students can register for these internship-type courses for one, two, or three credits a semester. The courses are a blend of academic study and community service, under the supervision of a faculty member within the discipline. Core requirements include 50 service contact hours per credit hour, a learning plan, a reflective journal, an analytical paper and attendance to reflective sessions. Credit is given upon completion of the core requirements.

AmeriCorps

AmeriCorps is a National Service Program designed to serve our community and meet the nation's critical needs. Members who serve our community in one of three goal areas are eligible to receive an educational award. Goals areas include Education Services, Community Strengthening, and Homeland Security. Term lengths vary from 300 and 450 hours within one year to 900 hours within two years. The educational awards are \$1,000, \$1,250, and \$2,362.50 respectively.

For more information, visit our website at www.mc.maricopa.edu/servicelearning

EXPECTATIONS OF PARTICIPATING INSTITUTIONS

These expectations identify the responsibilities of organizations that desire the assistance of college Service-Learning students to assist paid staff. Revisions can be made by mutual agreement at any time.

I. The Organization/Placement Site

- Complete the Memorandum of Understanding for Placement Sites, Service-Learning Site Data Information form, and the MCCCED Experiential Education Partnership Agreement, and send a copy of the agency's certificate of insurance that meets the MCCCED requirements.
- Interview each Service-Learning student to clarify the responsibilities of the specific placement, and place them appropriately within your organization.
- Authorize student placement by signing the Student Service-Learning Placement Confirmation form that will be brought by the student. The student, as notification of your acceptance, returns this form to us.
- Meet with service-learning students, and possibly their faculty supervisor, to review and further develop a comprehensive learning plan that contains a variety of objectives and activities. This plan, with the site supervisor's input, is necessary in order to provide the student with an overview of the scope of their work and learning opportunities at the site, and to guide the student's learning.
- Provide an orientation to Service-Learning students, effective to the special needs of the organization. Inform students of resources needed to perform their responsibilities (i.e. uniforms, activity supplies, office space). If extra costs are incurred by any of these, please inform the students prior to the start of their service.
- Provide appropriate supervision by a paid employee to all Service-Learning students. College students may not be placed in an environment that leaves them alone with children.
- Provide students with safe working conditions within which to provide services.
- Give appropriate recognition, appreciation, and reassurance to Service-Learning students.
- Comply with college policies on affirmative action, Americans with Disabilities Act and sexual harassment since the student's work is considered to be an extension of his/her education, sponsored and supported by the college.

II. Site Supervisor

- Comply with the site expectations stated above.
- Assist the Service-Learning students in developing self-learning and effective skills.
- Complete and sign the final evaluation and return to the student. Any perceived inadequacy in student performance should be considered whenever possible as opportunities for growth. Unresolved conflicts should be discussed with the faculty supervisor, and if they are unavailable, the Center for Service-Learning.

III. The Center for Service-Learning

- Refer students to the organization for placement.
- Monitor project activities of the organization to assess and/or discuss the needs of students and the project.
- Provide appropriate recognition, appreciation, and reassurance to Service-Learning students.
- Maintain ongoing relationships with organizations to facilitate cooperation and information sharing.

IV. Other

- Student Transportation: Service-Learning students are responsible for their own transportation.
- Separation from Service: Organization may request the removal of students at any time. MCC may recall a student if deemed necessary. Students may resign from service to the organization or from the program at any time.
- Restricted Activities: The organization may not request, assign, or permit students to conduct or engage in religious, sectarian or political activity unless s/he elects to on their own free will. Further students are restricted from instruction activities beyond their capabilities.
- Displacement of Employee: The organization may not assign Service-Learning students to any assignment, which would displace full-time employed workers or impair existing contracts for services.
- Amendments: This Agreement may be amended at any time in writing by the concurrence of both parties.

Please return the following to the Center for Service-Learning:

- 1) MCCCED Experiential Education Partnership Agreement
- 2) Memorandum of Understanding for Placement Sites
- 3) Service-Learning Site Data Information Form
- 4) Certificate of Insurance

MESA COMMUNITY COLLEGE
MEMORANDUM OF UNDERSTANDING FOR PLACEMENT SITES
Between Individual Institutions and the Center for Service-Learning

Please print or type the following information

Agency/School Name: _____

We would like to be considered as a placement site with the Center for Service-Learning at Mesa Community College so that we will be able to receive the assistance of college students who engage in service-learning, volunteer, or co-curricular activities as a part of their academic coursework.

Service Agreement:

I. Organization/Placement Site

We, _____ (organization/placement site), agree to accept the services of college students who desire relevant experience in their chosen field of academic study or social concern. Further, we commit to the following:

1. To provide adequate information, training, and assistance for any college students placed with our agency to be able to meet the responsibilities of their position.
2. To ensure diligent supervisory aid to the students and to provide feedback on performance. We understand that college students may not be left alone with children.
3. To respect the skills, dignity, and individual needs of the students, and to do our best to adjust to these individual requirements.
4. Comply with all expectations outlined in the "Expectations of Participating Institutions"
5. Have on file with MCCD the Experiential Education Partnership Agreement

I certify that we are a (Check one):

Public School: _____

District Name: _____

Private School: _____

Charter School: _____

Non-Profit Organization: _____

Other (Specify): _____

II. Agreed To:

Agency Representative Name

Contact Name, if different then Representative

Agency Representative Signature

Contact Job Title

Title

Contact Phone Number

Date

Contact Email Address

Mesa Community College - Center for Service-Learning

1833 West Southern Avenue, Mesa, AZ 85202

(480) 461-7393 - Phone (480) 461-7114 - Fax

www.mc.maricopa.edu/servicelearning

Date: _____

SERVICE-LEARNING SITE DATA INFORMATION FORM

Please PRINT or TYPE the information so that we can make it available to future students.

Be as detailed as possible, but we ask that you limit your responses to one paragraph each. Separate forms may be used for separate opportunities.

Name of Agency/School

School District (If applicable)

Site Address

Mailing Address (If different)

City, State & Zip

City, State & Zip

Name & Job Title of Contact Person

Name & Job Title of Secondary Contact Person (If different)

_() _____
Phone

_() _____
Fax

E-mail Address of Contact Person

Internet Website Address

Brief Description of Your Agency/School Function: (What do you do?)

Qualifications/Skills Desired of Service-Learning Students: (What kind of characteristics are you looking for?)

General Responsibilities of Service-Learning Students: (Describe anticipated service opportunities)

Special Conditions/Requirements: (Time commitment, fees, background check, etc.)

Brief Description of Orientation and Training Provided by Agency: (On the job, formal training, etc.)

Agency/School Hours of Operation: (Days and times of need for service-learning students)

Do you maintain liability insurance at your agency/school? _____

Please send a copy of your agency's certificate of insurance to the Center for Service-Learning

(NOTE: This is a requirement for consideration to be an official Community Partner with MCCCDC.)

Service-Learning Options: (Please check all that apply)

One Shot Module _____
(3 to 6 hours)

In-Course Module _____
(10 to 30 hours)

Independent Module _____
(50 to 150 hours)

PLEASE SEE REVERSE SIDE FOR LIST OF NEEDED DOCUMENTATION

NEEDED DOCUMENTATION CHECKLIST

In order for any student from our college to work with you, we require our partner agencies/schools to enter into a formal partnership agreement with us. The following forms are needed:

- ❑ MCCCCD Experiential Education Partnership Agreement form, which requires the signature of the person in legal authority to enter into a legally binding agreement with our District (if not signed already). To download the form, if not included, go to www.dist.maricopa.edu/legal/rmi/
- ❑ Memorandum of Understanding for Placement Sites (completed by all agencies)
- ❑ Service-Learning Site Data Information Form (completed by all agencies)
- ❑ Certificate of Insurance (if not already submitted by agency)

It is important that the *original* forms, signed by someone with legal authority for your agency, be returned as soon as possible in order for students to serve at your agency. *Please note that individual schools may not enter into this agreement on behalf of the school district. All agreements with school districts need to be signed by the superintendent's office.*

CERTIFICATE OF INSURANCE		ISSUE DATE 05/18/2001		
PRODUCER		This certificate is issued as a matter of information only and confers no rights upon the Certificate Holder. This Certificate does not amend, extend or alter the coverage afforded by the policies below.		
		COMPANIES AFFORDING COVERAGE		
		Company A		
INSURED		Company B		
		Company C		
		Company D		
		Company E		
This is to certify that the policies of insurance described herein have been issued to the Insured named herein for the policy period indicated. Notwithstanding any requirement, term or condition of contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, conditions and exclusions of such policies. Limits shown may have been reduced by paid claims.				
CO LT	TYPE OF INSURANCE	POLICY NUMBER	EFFECTIVE EXPIRATION	LIMITS OF LIABILITY
A	GENERAL LIABILITY <input checked="" type="checkbox"/> Commercial General Liability <input type="checkbox"/> Claims Made <input checked="" type="checkbox"/> Occurrence <input type="checkbox"/> Owners' and Contractors' Protection <input type="checkbox"/> General Aggregate Limit applies per: <input type="checkbox"/> Policy <input type="checkbox"/> Project <input type="checkbox"/> Location			EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE MEDICAL EXPENSE PERS. AND ADVERTISING INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS AND COMP. OPER. AGG. \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> Any Automobile <input type="checkbox"/> All Owned Automobiles <input type="checkbox"/> Scheduled Automobiles <input type="checkbox"/> Hired Automobiles <input type="checkbox"/> Non-owned Automobiles <input type="checkbox"/>			COMBINED SINGLE LIMIT \$ 1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) COMPREHENSIVE COLLISION
A	WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY			WC Statutory Limit <input checked="" type="checkbox"/> Other <input type="checkbox"/> EL EACH ACCIDENT \$ 100,000 EL DISEASE (Each employee) \$ 100,000 EL DISEASE (Policy Limit) \$ 500,000
	EXCESS LIABILITY <input type="checkbox"/> Occurrence <input type="checkbox"/> Claims Made			EACH OCCURRENCE AGGREGATE
<p><i>Maricopa County Community College District, its agents, officers, officials, employees, and volunteers are hereby named as additional insureds as their interest may appear.</i></p>				
CERTIFICATE HOLDER Maricopa County Community College District 2411 West 14th Street Tempe, AZ 85281-6942		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT A FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE ISSUER, COMPANY, ITS AGENTS OR REPRESENTATIVES.		
		Authorized Representative		
Certificate ID # T22W8CIU				

Certificate of Insurance

- 1) Certificate Holder:
Maricopa County Community College District
2411 W. 14th Street
Tempe, AZ 85281-6942
ATTN: Risk Management
- 2) MCCCCD named as additional insured:
Maricopa County Community College District, its agents, officers, officials, employees, and volunteers are hereby named as additional insureds as their interest may appear.
- 3) 30-day cancellation notice

The certificate must also include, at *minimum*, the following:

- 1) General Liability of \$1,000,000
- 2) Automobile Liability of \$1,000,000
- 3) Workers' Compensation with statutory limits*

*Certain employers may be exempt for Worker's Compensation. If so, a letter attesting to the exemption must accompany the certificate.