

Mesa Community College Service-Learning as an Independent Module

ENROLLMENT PACKET FOR STUDENTS

Thank you for taking the time to consider registering for a service-learning class at Mesa Community College! You will need to fill out the attached forms before you will be ready to register for the class.

If at any point you need assistance with the registration process, please feel free to contact the Center for Service-Learning. The staff will be happy to assist you.

ENROLLMENT CHECKLIST

- View Service-Learning On-Line Orientation at www.mc.maricopa.edu/servicelearning**
It explains the core requirements of the class in detail and is the pre-requisite for registering!
We urge you to download the Student Guide handout from this website
- Select a department in which to receive the credit:**
Service-Learning courses are offered in 28 academic areas, you pick the area you want to receive the credit, usually your academic major!
- Select a community site to do your service at:**
The Service-Learning Office maintains a database of sites for you to choose from. If you want to add a new agency, talk with the center staff!
- Contact a faculty advisor to obtain their consent and discuss class requirements**
Every service-learning class is unique, so it is best to discuss your learning plan and goals before you get registered!
- Complete Student Service-Learning Agreement & Assumption of Risk Forms**
Once you are registered for a service-learning class you have 3 days to decide if it is what you want. Make sure you have everything in place!

Return ALL paperwork to the Center for Service-Learning & register

Please do not register for a Service-Learning class anywhere but in the Center for Service-Learning office.

FOR YOUR INFORMATION:

Faculty Advisor Name

Faculty Advisor Phone

Faculty Advisor Room



CONTACT INFORMATION:

Southern & Dobson Campus

Kirk Student Center, Building 35 (480) 461-7393

Red Mountain Campus

Mesquite Building, 2nd Floor (480) 654-7821

Visit us on the Web at: www.mc.maricopa.edu/servicelearning

REGISTERING FOR A SERVICE-LEARNING COURSE AT MESA COMMUNITY COLLEGE?

PLEASE NOTE:

Service-learning courses at MCC are offered to students in twenty-eight different academic disciplines. Interested service-learning students select their site options by their area of interest and receive a brief orientation regarding the enrollment procedures and to provide all the details of the course expectations.

After the service-learning orientation has been given, the student is linked with a faculty advisor in their discipline. This meeting is an important step, as the faculty advisor will be grading the student based on the academic work that is required.

It is also the student's responsibility to select and meet with the community site supervisor they wish to work with in order to determine the scope of the service they will be performing while engaged as a service-learning student.

Once these steps have been completed, and the attached Service-Learning Agreement Form has been completed, the student can then register for 1-3 credit hour, open entry/open exit class, based on 50 hours of service per credit hour.

In addition to the service hour requirement, the student must generally complete the following:

- Learning Plan
- Reflective Journal
- Analytical Paper
- Evaluation Forms
- Reflective Session Attendance
- Faculty Advisor Meetings

HONORS STUDENTS:

To graduate from the Honors Program at MCC the honors student must meet all the same academic conditions for graduation, as well as, fulfill the following program requirements:

- Earn a minimum of 15 credits of Honors Classes and,
- Complete a one-credit service learning class with Center for Service-Learning.

The service learning class can be done in one, two, or three credit increments in any of the twenty-eight discipline areas offered by Center for Service-Learning and can either be taken for Honors credit or as a regular service-learning course.

To learn more about the Honors Program, the Honors Office is located on the south side of the MCC campus, in the Social and Cultural Sciences building (SC14) or call them at 480-461-7079.

FOR COMPLETE INFORMATION:

Download a copy of the Student Guide: Service-Learning as an Independent Class from

<http://www.mc.maricopa.edu/services/servicelearning/guide.html>

MESA COMMUNITY COLLEGE SERVICE-LEARNING AGREEMENT FORM

Please fill out this form completely and accurately via Word document and bring to the Center for Service-Learning to register!

Student Information:

Student's Name _____ Home Phone (____) _____ Work Phone (____) _____ Cell: (____) _____

Permanent Mailing Address _____ City _____ ST _____ Zip _____

Student ID Number: _____ E-Mail Address: _____

Please Check if Applicable: Honors Student If so, are you doing this class for honors level credit? Yes No
(Honors students must complete one credit of Service-Learning coursework, however the credit does not have to be honors level to qualify)

Primary Campus: (Select one) Southern & Dobson Campus Red Mountain Campus OTHER: _____

Academic Period:

Your Academic Major: _____
or academic interest

Year 20__ Fall Spring Summer Session Number of Credit Hour Service Learning Commitment : 1 2 3
(1 credit=50 contact hours) (circle one)

Course Prefix & Number _____ Section Number _____

Service-Learning Faculty Advisor Name: _____ Phone: (____) _____

Placement Information:

Project/Community Organization _____ Telephone (____) _____

Supervisor, Include Title _____ e-mail address: _____

Community Site Address _____ City _____ ST _____ Zip _____

SERVICE AND LEARNING OBJECTIVES

Please describe below the service objective you intend to pursue in this project (i.e. contribution(s) you wish to make through your service).

Service Objective: _____

Explain the implementation methods you will use to achieve your service objective (i.e. specific activities by which you will accomplish your service objective).

Implementation: _____

Please describe below (1) your principle learning objectives for this project (i.e. knowledge/understanding/skills you wish to gain/develop), and (2) the significance of your learning objective (i.e. why you wish to learn this).

Learning Objective & Relevance: _____

SERVICE LEARNING OFFICE USE ONLY

Date Returned

Date Registered

Initials

PLACEMENT AGREEMENTS

This form must be signed by all parties before you can enroll in the service-learning class.

Student Agreement

As a student committed to a service-learning component in my education, I agree to devote _____ hours per week for the time period from _____ to _____ in the fulfillment of the service objectives described above to meet academic requirements of this service-learning experience. Further, I understand this is an academic credit class, and I will ensure payment for any course fees I owe as a result of enrollment in this course.

Student Signature

Date

Faculty Agreement

I have examined _____'s learning plan (described above) and find it satisfactory. Upon my evaluation of the assignment(s) student will submit to demonstrate achievement of objectives; _____ and other classroom requirements (if any), I will award _____ credits for the Course Prefix & Number _____ Section Number _____

Faculty Signature

Date

Site Supervisor Agreement

As supervisor to _____, I hereby agree to guide his/her work done under my direction (as outlined above), and to submit a final evaluation of the student's work.

Disclaimer:

The Agency shall provide the Students with safe working conditions within which to provide the Services. The Agency shall not direct or permit Students to undertake activities that may be risky or inherently dangerous. The Agency shall provide sufficient instruction to the Students so that the Services provided meet both the Students' need to learn and the Agency's service needs. At the College's request, the Agency shall provide the College with a written evaluation of the Services that each Student provides. The Agency agrees that Students accepted by the Agency for Service will in no manner be considered employees, agents, or volunteers of the College, and that the Service relationship which is established will be solely between the Agency and the Student.

Site Supervisor Signature

Date

**Return the completed form to the Center for Service-Learning
to be enrolled in your service-learning class**