

Service-Learning at MC College-wide

What is our process?

#1 FACULTY:

Faculty decides to integrate a Service-Learning component into their course syllabi. It can be optional or mandatory for

students and may range from 2-30 service hours, as decided upon by the faculty member. The faculty member must complete all forms and instructions for service project as indicated below.

Faculty:

- ✚ Submit Service-Learning Faculty Fellows Course Proposal
- ✚ Attach a copy of class syllabi that reflects integration of Service-Learning
- ✚ Submit requirements for service project, in or out of class

#2 SERVICE-LEARNING REPRESENTATIVES:

A Service Learning or AmeriCorps member will visit the instructor's Service-Learning class to provide a brief overview of what the Service-Learning office is designed to do and the types of services offered. All forms and site information will be distributed at this time. Students that will be participating in Service-Learning are encouraged to contact the volunteer office to find a service opportunity that meets the classroom learning objectives, time schedule, and personal interests.

FORMS/RESOURCE:

- ✚ Student Volunteer Profile
- ✚ MC RELEASE (*from* Risk Management)
- ✚ Visit MC Volunteer Center at:
www.montgomerycountymd.gov/volunteer
- ✚ Visit Service-Learning Website at:
<http://www.montgomerycollege.edu/departments/servlearntp/>

#3 STUDENTS:

Once a student has identified a service-learning opportunity that interests them, the student must contact either the agency or the volunteer office associated with his/her campus to arrange a time for orientation and schedule for service. This process usually occurs within the third week of classes in the new semester. The volunteer office will provide support and resources as needed to students and faculty.

STUDENTS MUST SUBMIT:

- ✚ Student Volunteer Profile

- + MC RELEASE (from Risk Management)
- + *Friendly Reminder*- Students will need to keep record of service hours as they are completed

#4 STUDENTS:

The student completes service hours based on the agreement with the agency and the requirements of their college course set by the instructor. Students are ENCOURAGED to stop by the volunteer office associated with their campus for any questions, concerns or assistance.

RESOURCES:

- + Course Instructor
- + MC Volunteer Center: www.montgomerycountymd.gov/volunteer
- + MC Service-Learning Website:
<http://www.montgomerycollege.edu/departments/servlearntp/>
- + Service-Learning Coordinator – 301-650-1527 or Email:
tpvslo@montgomerycollege.edu
- + AmeriCorps Member- 301-610-4085 or Email:
Katie.hempstead@montgomerycollege.edu

#5 FACULTY:

During and after the student completes their service requirement, the student additionally completes reflection assignments in _____ class that assist the student in tying their service experience to the course objectives. The faculty member will engage students in the reflection component.

#6 STUDENT:

Once the student has completed their service they will provide the volunteer office with a log in sheet. The log in sheet will reflect the number of hours completed at the volunteer agency. The log in sheet is to be returned to the Service-Learning office by the end of the semester (December or May).

If you encounter any problems with this service-learning process, please contact the office of Volunteerism and Service-Learning at:

- + MC Takoma Park/ Silver Spring Campus- 7600 Takoma Avenue Room 208B Phone: 301-650-1527
- + MC Rockville Campus- Computer Sciences Room 120 Phone: 301-610-4085

