Table of Contents

Table of Contents .................................................................1
Service Learning Checklist for Students ..................................2-3
What is Service Learning? .....................................................4
Students’ Rights and Responsibilities ....................................5
Honor System and Questions to Consider .............................6
Service Tips .............................................................7-9
Academic Calendar 2009-2010 .............................................10
Student: Agency Sign In/Sign Out Sheet .............................11
Service Learning Checklist
2009 – 2010

- **REGISTER!** Registration is done online through WebAdvisor

- **VISIT!** Come by the Service Learning office for your placement information, paperwork and to sign-up for Blackboard or your required workbook orientation.

- **START!** Get started by following both the “service” and the “learning” portions of our program. We have provided this in a checklist format so that you can check off your responsibilities as you complete them. Notes have also been made to keep you as informed as possible as you move through this process.

**Service**

- **Contact Placement Site.** Unless instructed otherwise, you are responsible for contacting the placement site where you will be completing your service hours. This information will be provided to you when you come into our office for your 1st visit. Contact our office staff if you need help finding a place to volunteer, any changes, or if you’re in need of additional hours.

- **Coordinate.** Create a reasonable schedule with your service site that will allow plenty of time for you to complete your service hours (a minimum of 20 hours are required).

- **Volunteer.** Be courteous and be on time, sites depend on our volunteers! Carry out your assigned hours while keeping track on your time sheet provided. Your supervisor at the site will be required to sign your timesheet each time you are present at the site.

- **Submit Time-sheet.** Bring in your verified time-sheet to our office. **Time-sheets are to be turned into our office by the end of the semester.** Failure to complete this portion of your IDST 94 course may result in a failing grade. **Note:** It is recommended that you save a copy of your time-sheet.
**Learning**

- **Workbook Orientation** (Workbook sections only). An orientation is required for the workbook section. Appointments can be made by our office staff.

- **Log on to Blackboard & contact your IDST 94 instructor** (Online sections only). You should have to access Blackboard within 48 hours of registering for the course. Log in to Blackboard and e-mail your instructor to introduce yourself, inform where you will be volunteering and to verify that you have read the syllabus.

- **Complete your assignments.** Complete all assigned items as specified in the syllabus on Blackboard or the Workbook. This may include, but is not limited to, replying to discussion questions, completing readings and filling out surveys. The workbook section must have the entire workbook completed with articles attached where necessary.

**Please Note**

Exact requirements for the course are up to the discretion of the instructor. Please check your syllabus and / or with your instructor to verify that you have completed all of your assignments to ensure a passing grade and a positive service-learning experience.

For further information please contact the **Butte College Office of Service Learning & Volunteerism**, located in the Career Center, at 895-2509; Fax at (530) 895-2530 or email smithma@butte.edu

*“Tell me and I will forget,*
*Show me and I will remember,*
*Involve me and I will understand.”*

- **Chinese Proverb**
What is Service Learning?

Service Learning is an instructional methodology that combines community service with academic instruction, using reflection, critical thinking, and an emphasis on personal and civic responsibility.

There are several different models of service learning. Some common ones are the charity, justice, and citizenship models:

- The charity approach emphasizes promoting an ethic of community service.
- The justice approach attempts to help students become more aware of and committed to rectifying injustices.
- The citizenship model focuses on assisting students to learn how to become more adept at seeking solutions to social problems through the democratic process.

As a teaching method, service learning should include three essential elements, regardless of the model followed: meaningful student involvement in the community, service tied to course content and faculty-guided reflection on the service experience.

Young people are given the opportunity to learn and develop as leaders through active participation in thoughtfully organized service experiences that:

- Meet vital community needs.
- Are coordinated in collaboration with the school and the community site.
- Are smoothly integrated into each student’s academic curriculum.
- Provide structured time for a young adult to think, talk, and write about what he/she experienced during the actual service activity.
- Allows young people the chance to see knowledge acting upon real situations in their own communities.
- Enhance what is taught in the classroom by extending learning beyond the school building.
- Help foster the development of a sense of caring for others, hopefully resulting in a lifetime of community involvement and awareness.
Students’ Rights and Responsibilities

Many service learning or volunteer projects around the country publish statements of the rights and responsibilities of volunteers. Here are a few examples to consider. They also form a good basis for reflection.

Rights
- To be treated as a co-worker
- To be carefully interviewed and carefully assigned
- To know as much as possible about the agency organization – policies, people, programs, activities, etc.
- To receive an orientation and/or training for the job expected to fulfill.
- To receive sound guidance and direction
- To have a variety of field experiences
- To pursue leadership roles.
- To voice opinions and to have ideas included in the planning of programs, activities and curricula.
- To do meaningful and satisfying work.
- To be evaluated and to receive appreciation/credit for the service accomplished.

Responsibleilities
- To be open and honest at your site from the beginning
- To understand commitments of time and tasks and fulfill them.
- To participate in evaluation when asked to do so.
- To share thoughts and feelings with staff, including making your learning objectives clear to people with whom you will be working with.
- **To respect confidentiality**
- To seek honest feedback
- To serve as ambassador of goodwill for the duration of the project
- To be an effective advocate for change when it is needed.
- **To enter into service with enthusiasm and commitment.**
Honor System

Because Service Learning is incorporated as a component of academic coursework at Butte College, it is subject to the provisions of the Butte College Honor Code. As with any other academic assignment, students are expected to complete the full requirements of their Service Learning projects. Students who undertake to falsify reporting of service hours, or who complete assignments based upon service not done will be considered in violation of the Honor Code.

A student who has doubts about how the Honor Code applies to any graded assignment is responsible for obtaining specific guidance from the instructor before submitting the assignment for evaluation.

Questions to Consider

Before you begin your service placement, you should be able to answer all of the questions listed below. If you are unclear about any of these questions, consult with your site supervisor or the Butte College Service Learning Program Office.

- Do you know exactly what is expected of you in the performance of the Service Learning assignment? By your professor and the Service Learning site? Are these expectations clearly described in a Service Agreement of some kind?

- Do you know who is responsible for supervising your community Service Learning activities? Have you met this person?

- Do you know how your Service Learning performance will be evaluated and graded?

- Have you been informed of all the risks associated with serving at your site? Do you know who is legally responsible if you are injured in the performance of a Service Learning activity?

- Are there any special accommodations necessary to assist you in your volunteer effort? Have you informed your professor or site supervisor of this need?
These guidelines will help you have a **safer** and **more effective volunteer experience**:

**Be aware of your environment:**

Remember you are a helper, a learner, and a visitor. The organization with which you work has specific ways of interacting and getting things done. Be aware of the culture of the agency or school and act appropriately. Don’t assume you know how to do things or know more than the people who are there every day. Respect is the key.

**Find out about the agency’s history:**

The more you know about what the organization does and the clientele it serves the more effective your efforts will be.

**Establish a contact person:**

Know who will be working on the project with you and a phone number to reach them. If they are expecting you at a certain time, be prompt and ready to work. This person should also be available to answer any questions you may have.

**Follow a work ethic:**

Remember your agreement to serve is a commitment to the agency/school. You will establish relationships with the clientele and they will look forward to seeing you. Agency/school staff will value the service you provide and count on your help. If you are going to be late or are unable to attend, please call your contact person as soon as possible. Consider carefully the reason you might have for missing your meeting. If you feel that the agency/school is asking you to perform duties not within your established criteria for service, please contact the Office of Service Learning & Volunteerism at (530) 895-2509.

**Follow the organization policies and procedures:**

Be familiar with the specifics of your job. Gain a clear understanding of any rules you need to follow. Also ask about any liability of which you need to be aware. (Does the agency provide volunteer insurance?)

**Understand the need for confidentiality:**

Becoming personally involved with the agency clientele can be a rewarding experience; however, you may be dealing with sensitive information that is not to leave the agency or school. If there is any question as to whether you should share information, **don’t**. Speak with the contact person about their confidentiality policy. Additionally, do not feel pressured to share personal information with them.
Dress appropriately and sensible:

Blending in with the community doesn’t mean dressing poorly, it implies dressing smart— that is, dressing to be neat, clean, and safe. Wear clothing that affords you comfort, flexibility, and agility while presenting a professional demeanor.

When feeling overwhelmed:

If you find yourself deeply emotionally affected by the work you are doing or feel strongly about any other issue pertaining to your placement, do not hesitate to contact your professor and/or the Office of Service Learning & Volunteerism immediately. Either resource can help you decide whether your placement is an appropriate one. (Modified from Miracosta College Student Handbook)

Be Flexible:

One aspect of service learning is working with people, but there are many other areas associated with learning. For example, sorting through old clothing at a thrift store is necessary work and has many applications having to do with academic concepts. Discuss your work with your professor. There are diverse ways of gaining insight into concepts being taught in class. (Modified from Miracosta College Student Handbook)

Avoid carrying personal items that can identify you to an outsider:

These items can cause you to be easily identified as an outsider. There also may not be any place for you to store your personal belongings. Develop a community safety net of resources in your assigned areas. Find people, places, and things in the area that can be of assistance in times of crisis or need. For example, know the evacuation procedures, the location of phones, and twenty-four hour stores.

Here are some other ideas to insure your safety:

Above all, use common sense!

- Give the phone number of your agency/school and a schedule of your hours to a roommate, friend, or relative. (The phone number should only be used for emergencies, not for personal calls at your placement site.)

- Familiarize yourself with local police or security.

- Be aware of your instincts. Trust your gut feeling!

- Don’t leave visible items in your car’s interior.

- Work in pairs, if possible.

- Stay informed of issues affecting the area in which you serve.

- Do not borrow from or lend money to clients or staff of the agency.

- Do not give your home address or telephone number.
- Take extra precautions when going to sites at night.

- Never use alcohol or drugs on site or be influenced by such substances while on site grounds. Please respect the smoking policy of the agency/school.

- Don’t expect to know all of the answers. It is okay to admit that you don’t know something. If faced with a question you are not familiar with, try to get the answers or direct someone to the proper person who can provide the answer.

- Don’t hesitate to report an incident that makes you uncomfortable.

- Be aware of sexual harassment policies and what forms sexual harassment can take. It is considered sexual harassment if there is unsolicited and unwelcome sexual advances, either verbal or physical. It refers to personally offensive behavior that debilitates morale. Be clear about what is and what is not considered appropriate behavior.

- Report any discriminatory practices on the part of the site.

All incidences (real or perceived) should be reported to the volunteer coordinator at the site and/or to the Service Learning office (895-2509; Career Center)
## ACADEMIC CALENDAR
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### STUDENT: AGENCY SIGN-IN/OUT SHEET

Butte College Service Learning & Volunteerism Program

Semester:  
- [ ] Fall  
- [ ] Spring  
- [ ] Summer  
Year ________

I performed this service for:

- Class: ________________________   Instructor: ________________________________
- Student Name: ________________________  Student ID #: _________________________
- Agency Name: __________________________   Supervisor’s Name: _____________________
- Agency Address: ______________________________________________________________
- Agency Phone Number: _______________________

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TOTAL HOURS COMPLETED: _______________________

*I hereby verify that the above information is accurate.*

_______________________________  
Student Signature