

SUBMITTING SERVICE-LEARNING PAPERWORK



Follow these instructions to submit your service-learning paperwork to the Center for Community & Civic Engagement.

Forms to Submit:

- 1) Group Placement Confirmation Form & Agreement of Conduct (one per group)
- 2) Experiential Education Assumption of Risk and Release of Liability (one per person)
- 3) Group Service-Learning Contact Log (one per group)

The first two forms should be submitted BEFORE you start your service. The last form when you are done with your service.

1. Submit forms via your student email to servicelearning@mesacc.edu or fax to 480-844-3148
2. Subject Line: Course Name, Section Number, Instructor's Last Name (i.e. CRE101, 32345, Smith)
3. PDF files are preferred:
 - a. Scan the completed document(s) using a **Free Scanner App** to convert to a pdf. Suggested apps are **Microsoft Office Lens** and **AdobeScan**.
You may also use your **iPhone/iPad Notes** app
4. Do not include these instructions or pages 1-4 (overview handouts) with your paperwork

Questions? Email servicelearning@mesacc.edu



**MESA
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

Center for Community & Civic Engagement



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Group Information & Forms

Center for Community & Civic Engagement
Southern & Dobson Campus
KSC 35N, Lower Level
(480) 461-7393

Red Mountain Campus
Academic Engagement Center
Desert Willow Bldg., Room 135
480-654-7821

[Department Website](#)
[MCC Serves – one-time event offerings](#)
[Virtual Service Opportunities](#)
[Service Sites Database](#)
servicelearning@mesacc.edu
Facebook: [@MCCEngagementCenter](#)

Service-Learning at MCC

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

Telephone Protocol for College Students

When arranging your placement be mindful of how busy the agency staff can be and try to be patient. Below you will find some helpful procedures when contacting your agency representative. Remember to take along your Placement Confirmation Form when you visit the agency for your interview.

1. Identify yourself as a Mesa Community College student.
2. Clearly state potential dates that the group can meet to conduct an interview.
3. Tell them your instructor's name and the course title of the class you are taking.
4. If you leave a voicemail message, state the following:
 - Who the message is for
 - Your name
 - Your phone number
 - The hours during which you can be reached
 - The date you would like to begin
5. Be polite! Remember, you are representing Mesa Community College.
6. Leave appropriate lead-time for them to contact you.

Good luck and enjoy your service experience!!!

Why would I want to participate in Service-Learning?

- ❖ **HANDS ON LEARNING!**
Learn in a professional community setting, outside of the classroom environment.
- ❖ **MAKE A DIFFERENCE!**
Give back to your community. Change the world through your touch upon the lives of others...One life at a time!
- ❖ **NETWORK! NETWORK! NETWORK!**
Service-Learning is work experience! Meet people in your career field who will get to know you and support your professional growth.
- ❖ **COMMUNICATE!**
Sharpen your communication skills! Learn the workplace interaction skills most desired by employers in your career area.
- ❖ **BRIGHTEN YOUR FUTURE!**
Service-Learning is a career experience! Work in the field you would like to pursue after graduation. Try your career on for size.
- ❖ **MARKET YOURSELF!**
Planning to further your higher education? Colleges, Universities and employers look for service-learning and community service among their top applicants.
- ❖ **STRENGTHEN YOUR RESUME!**
Use your Service-Learning involvement as work experience or volunteer experience -- it's your choice.

AGREEMENT OF CONDUCT FOR SERVICE-LEARNING STUDENTS

Since MCC students represent themselves, the college and the Center for Community & Civic Engagement when placed in local schools and service agencies, the highest standards of professionalism and responsibility are expected. Compliance with the following expectations and responsibilities for professional conduct is required of all participants. I understand it is my responsibility to:

- Complete all required steps for complete and confirmed placement including making initial contact with my agency and completing and submitting confirmation paperwork by the due date.
- Communicate with my agency supervisor about connections to course competencies to be met as a result of my service-learning experience and about appropriate options for active involvement.
- Comply with all rules, processes, and policies of the site in regard to interns and/or volunteers. I understand the importance of signing working in view of supervisor for my safety and the safety of those with whom I will be working with.
- To accept the role of a “professional” in regard to: committing to scheduled visits, reliable attendance, appropriate attire (conservative), and mature communication. I understand that visible tattoos, body piercings, and unnatural hair color may not be appropriate.
- Meet all target dates established by my instructor for placement, completed program paperwork, reflection journal entries, final project, and other course-related assignments and activities. I understand that being late or missing target dates may result in grade related consequences.
- Make immediate contact with my agency supervisor in the event that I am unable to complete the service-learning.
- Bring to the attention of my instructor any difficulties in meeting the expectations for the service-learning project as outlined here and in class.

The undersigned have read and accept the terms of this confirmation and agreement form.

I agree to accept this student from Mesa Community College (MCC) and provide adequate supervision and training at this Service-Learning Placement Site. I understand that we, the Agency Partner, are responsible for screening applicants as needed to determine suitability. Further, we, the Agency Partner, understand MCC does not screen any of its students. MCC and the Center for Community & Civic Engagement serve as a referral site for service-learning projects.

Agency Supervisor’s Signature

Date

ATTENTION! If you communicate via email with your supervisor, please attach the confirmation email indicating placement/assignment. Either a signature or confirmation email is required!!!

As a group, and a student, committed to this service-learning component of my class, We/I agree to devote the necessary time needed to the fulfillment of the service objectives and to meet the academic requirements and expectations of this service-learning experience.

Student’s Signature

Student’s Signature

Student’s Signature

Student’s Signature

Student’s Signature

Student’s Signature

R	~ Submit one (1) Group Confirmation Form and Agreement of Conduct per <u>group</u> !
E	~ Submit one (1) Assumption of Risk and Release of Liability per <u>person</u> !
A	~ Submit one (1) Group Service-Learning Contact log per <u>group</u> !
D	Submit completed forms to servicelearning@mesacc.edu as a .pdf

Students! Complete the Experiential Education Assumption of Risk & Release of Liability Form



Please download the Assumption of Risk from our department's forms page.

[Spring 2023 Experiential Education](#)
[Assumption of Risk & Release of](#)
[Liability](#)



GROUP SERVICE-LEARNING CONTACT LOG

GROUP MEMBER'S NAMES: _____

MCC INSTRUCTOR: _____ MCC CLASS NAME: _____ DAY/TIME: _____

SERVICE-LEARNING ASSISTANT: _____ SUBMITTED: _____

CAMPUS: Southern & Dobson Red Mountain Online

AGENCY SITE: _____

AGENCY SUPERVISOR: _____ PHONE #: _____

Group members, please complete the information outlined below for each group member. Type or print Legibly!!!

Group Members Name	Duties/Projects by Group Member	Date(s) Served	Timeframe Served (i.e. 1:00pm to 3:00pm)	Total Hours Served (i.e. 2)

I certify the above students completed the project(s) and hours as outlined above.

NOTE: Submit one (1) log per group

Agency Supervisor's Signature Date

★★★ Supervisors, please complete reverse side! ★★★

GROUP EVALUATION

Thank you for taking the time to supervise and mentor our students. We appreciate your invaluable contribute. Please take a few moments to complete this evaluation and provide any comments you wish.

Please rate this group accordingly, provide brief explanation when necessary, and make specific positive comments on the motivation, interpersonal skills, work ethic, and other skills or attributes you have observed. Scale 1-5.

5 = Excellent, 4 = Good, 3 = Average, 2 = Fair, 1 = Needs Improvement

This group. . .

Worked well as a team _____

Worked well with agency employees and clients _____

Took initiative, "jumped right in" as appropriate _____

Was actively engaged in appropriate service activities _____

Exhibits a positive and cooperative attitude _____

Attended as expected and was on time _____

COMMENTS: _____

AGENCY SUPERVISOR'S SIGNATURE: _____ DATE: _____

Students, submit this log on or before the due date to servicelearning@mesacc.edu.

★★★ Supervisors, please complete reverse side! ★★★