

# Middlesex Community College

Service-Learning Guide to MCC GivePulse

Revised January 2019



### **Service-Learning Defined:**

According to the National Service-Learning Clearinghouse, "Service-Learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities."

### **Purpose of this Guide:**

This step-by-step guide is designed to help students navigate the GivePulse database.

### **Terms Defined on MCC GivePulse:**

- "Affiliates" = Community partners
- "Events" = Project-Based Service-Learning experiences
- "Impacts" = the number of times a student has served
- "Hours" = the number of hours the student has served
- "Dashboard" = your personal homepage that tracks your total hours and impacts as well as lists the Service-Learning classes you are registered for on MCC GivePulse

### **Purpose of MCC GivePulse:**

- MCC GivePulse is used to connect MCC students, faculty, staff, and community partners.
- Students can find a site, find the necessary paperwork, and log their hours served.
- MCC faculty can keep track of their students' progress, create events, and reach out to community partners.
- MCC Service-Learning staff manages the users on MCC GivePulse, assists students with GivePulse troubleshooting, and tracks service experiences.

### **Contact Information**

If you have any questions, after reviewing this document, please contact the office at [civiclearning@middlesex.mass.edu](mailto:civiclearning@middlesex.mass.edu). The Service-Learning Office is located on the Lowell Campus in the Cowan Center, 5<sup>th</sup> Floor, Cubicle 21 or 4<sup>th</sup> Floor, Room 407.

### **Navigating MCC GivePulse:**

It is important to know your way around the GivePulse database. The "Dashboard" is your personal homepage that tracks your total hours, impacts and lists the Service-Learning courses you are registered for on MCC GivePulse. Project-Based Service-Learning courses register for an "Event." MCC students completing Individual Service-Learning contact approved community partners directly, using the contact information on the MCC GivePulse database.

### **How to create an account on MCC GivePulse**

1. Go to <http://middlesex.givepulse.com>.
2. Click on "Log In" on the top right corner of the page.
3. Click "Log in via your college."
4. Use MCC email username\* and password (same credentials as My MCC), to log into MCC GivePulse.
  - a. \*Username is MCC A#.
5. Accept conditions and create account.
6. Once logged on, you will be able to see all of your courses listed, hours served, events registered for, Service-Learning documents, and a list of MCC approved community partners (affiliates).

### **Directions to Finding a Service Site:**

1. Log into MCC GivePulse with your MCC credentials.
2. Once logged into MCC GivePulse, click on "Affiliates" on the home page.
3. The affiliates list is where all of the approved community partners are listed. There are over 100 community partners to choose from.
4. Use the search box to find specific sites or to narrow sites down to specific towns.
  - a. Type in town name and the sites located in that town will appear.
  - b. Type in a site name and that site and other similar sites will appear.
5. Once you find a community partner you want to serve with or are interested in, click on the name of the partner.
6. You are now looking at the community partner's MCC GivePulse page. Each community partner should have a contact name, email, phone number, or website link listed on their page.
  - a. If you cannot find their contact information, go directly to the community partner's website to find that information. We suggest contacting them through your MCC email, not by clicking on the administrator's name in GivePulse. Be professional and follow-up if you have not received a response within a week.
7. Once you have decided on an approved site, call or email to inquire about serving at that site. Plan to talk about if the site is a good fit, set up your service schedule, and fill out the required Service-Learning paperwork.
8. During your first meeting with your service site supervisor, please make sure your supervisor knows they will be receiving emails from GivePulse to verify your service hours (impacts).

## How to Log Hours for Individual Service-Learning on MCC GivePulse

1. Go to <http://middlesex.givepulse.com>.
2. Click on the “**Log In**” button on the top right hand corner of the page
  - a. Click “Log in via your college”.
  - b. Use your MCC email credentials: A# for username and outlook email password for password.
3. Once logged in, click on the “**Affiliates**” tab.
4. Search for your service-learning site and click on it.
5. Once you are on the affiliate page, click on the green “**Add Impact**” button.
6. The first box is labeled, “Verification of Your Impact”. Please be sure your site supervisor’s name and email is in the “Verifier’s Name and Email” boxes since they will be verifying your hours. If someone else is listed, change the name and email to the correct supervisor.
7. Under “Impact Date”, enter the date you went to your service-learning site. Start and end date will be the same day.
8. Under “Impact Type and Measurement”, type in the amount of hours you served. Round to nearest half or whole hour (ex. One hour = 1.0, two and a half hours = 2.5 hours, etc.)
9. Under the “About Your Experience”, you may write a reflection about what you did and any feedback you may have. This section will help with your final reflection assignment.
10. For the “Sharing and Privacy Settings”, make sure to only check off your service-learning site and the course associated with your service-learning. Leave all other boxes unchecked.
11. Once all information has been added, click “**Save Impact**”.

### **How to register for a Project-Based “Event”:**

1. Go to <http://middlesex.givepulse.com>.
2. Click on the “**Log In**” button on the top right hand corner of the page
  - a. Click “Log in via your college”.
  - b. Use your MCC email credentials: A# for username and outlook email password for password.
3. Click on the “**Event**” tab and click on the event associated with your service-learning course.
4. Click on the green “**Register**” button to join this event.
5. Once registered for this event, this is where you will log your hours each time.

### **How to Log Hours in an “Event” for Project Based Service-Learning on MCC GivePulse**

1. Go to <http://middlesex.givepulse.com>.
2. Click on the “**Log In**” button on the top right hand corner of the page
  - a. Click “Log in via your college”.
  - b. Use your MCC email credentials: A# for username and outlook email password for password.
3. Click on the “**Event**” tab and click on the event associated with your service-learning course.
4. Click on the green “**Add Impact**” button.
5. The first box is labeled, “Verification of Your Impact”. If your professor will be verifying your hours, their name should appear in these boxes. If another person is verifying your hours, change the name and email to the correct supervisor. (Ex: if you served at the Food Bank, you can put the name and email of the supervisor at the site).
6. Under “Impact Date”, enter the date you went to your service-learning site. Start and end date will be the same day.
7. Under “Impact Type and Measurement”, type in the amount of hours you served. Round to nearest half or whole hour (ex. One hour = 1.0, two and a half hours = 2.5 hours, etc.)
8. Under the “About Your Experience”, you may write a reflection about what you did and any feedback you may have. This section will help with your final reflection assignment.
9. For the “Sharing and Privacy Settings”, make sure to only check off your service-learning site and the course associated with your service-learning. Leave all other boxes unchecked.
10. Once all information has been added, click “**Save Impact**”.

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