

# **Service-Learning at MCC: A Guide for Community Partners**

## **Service-Learning Defined:**

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. ~Learn and Serve America National Service-Learning Clearinghouse

## **Service-Learning at MCC:**

- Students engage in either Individual Service-Learning or Project Based Service-Learning activities. Service-Learning is designed to meet a community need, while providing the students with hands-on experience, exposure to social issues, and the ability to connect with community members.
- Students complete 22 hours of service for one class; 36 hours for two classes and 44 hours for three classes.

## **Student Responsibilities:**

- Complete Service-Learning contract and review with site supervisor during the initial meeting
- Provide community partner with the necessary steps to add themselves to GivePulse. Refer to "GivePulse Student Handout."
- Set up a consistent schedule at the agency
- Follow the Professional Guidelines for Service-Learning
- Communicate any issues to site supervisor, faculty and Service-Learning staff at MCC
- Input hours into GivePulse database each week and have site supervisor verify hours
- Have site supervisor sign the Verification of Service-Learning Hours form at the end of the experience

## **Faculty Responsibilities:**

- Review and sign-off on the Service-Learning contract to ensure that the student's experience is congruent with course outcomes
- Provide students with ongoing reflection assignments that will help students connect their Service-Learning experience with what is being taught in class
- Provide advice / guidance if a student is experiencing issues at their service site
- Provide students with the opportunity to discuss their experience with their peers, if applicable

### **Community Partner Responsibilities:**

- Sign off on the Service-Learning contract to ensure that responsibilities at the site tie into the student's learning outcomes
- Provide students with an orientation and review policies, procedures, and the safety protocol of the organization
- Provide ongoing supervision to delegate responsibilities, provide guidance, and educate students about relevant social issues
- Verify weekly volunteer hours
- Sign off on the Verification of Service-Learning Hours form at the end of the experience
- Complete the Student Evaluation at the end of the experience

### **Service-Learning Staff Responsibilities:**

- Help students find an appropriate service site & assist faculty doing Service-Learning
- Assist students in troubleshooting any issues with GivePulse
- Work with the Registrar's office to ensure that students receive credit for Service-Learning
- Troubleshoot any issues that may arise for the student or community partner

### **Questions about Service-Learning?**

#### **Contact:**

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