Service Learning Course Information Form

Instructor Name: ___________________________ Semester: ________________

Course Name: _______________________________ Course #: __________________

Is this an online course? ___________ Meeting Dates: ______________________

Class location (campus)? ________________________________

Is this a Learning Community Course? ________________________________

What other course is it connected to? ________________________________

Is this assignment: Optional, Required, or Extra Credit: ______________________

Number of hours required? *Keep in mind average is 10-15, and 15 hours at one site for one course qualifies the student for a certificate of service learning.*

If your assignment is extra credit? Can the students select a one-time service opportunity from our Volunteer Calendar or do you want a one-time service project tailored just for your class? *A typical one time project is 3-4 hours*

What learning objective or outcome are you connecting this assignment with?

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

What is your reflective assignment?

Reflection allows students to connect course content with service, and requires them to think critically thus allowing them to find the life application and relevance in their experience. Some of the reflective assignments include but are not limited to: field notes, essays, poster sessions, video’s, oral presentations, create brochures, fliers, etc.
To see the list of active community partners visit, 
http://www.miracosta.edu/studentservices/servicelearning/partners.aspx or go to
miracosta.edu/serve then Community Partners. If you know of an organization that is not listed
please contact the service learning office, we will try our best to seek out a partnership with one
that meets the needs of your service learning assignment.

Now that you’ve decided to incorporate service into your course, you can schedule a meeting
with the program coordinator if needed, or simply email this form to the service learning office so
that your course can be listed on the Service Learning webpage. This information will allow us
to be prepared to help your students when they come in to get assistance with community
placements.

Please email your course syllabus as pdf or word document to bpalmer@miracosta.edu. This
will allow our department to assist your students with accurate course service learning
assignment questions. We are able to answer questions about community organizations and
placements, and refer them to your syllabus, but we will defer specific assignment questions to
the instructor.

Helpful tips and reminders:

- Service must be provided at approved non-profit organizations listed on the service
  learning website, they consist of public schools, government or community agencies or
  non-profit organizations and MiraCosta programs that are partnered with Service
  Learning & Volunteer Center
- Students must complete Service Learning paperwork: Agreement Form, Time Sheet,
  Student Evaluation, and Program Evaluation. These forms can be submitted directly to
  our office, or they can be submitted to you. This information will allow us to track
  student’s hours and service history. Students often need proof of service for transfer
  requirements, scholarships, work experience, etc.
- You may want to announce that the center can help students find placements that fit
  their evening and weekend schedules. Additionally some students may share with you
  that although they are interested in service learning, they may be apprehensive because
  of immigration status or criminal background history. If this is a concern, assure them
  that our office can help place them in sites that are sensitive to these needs, and they
  can schedule an appointment with the program coordinator Bea Palmer or email her at
  bpalmer@miracosta.edu.
- You can schedule a classroom presentation, 10-20 minutes. The coordinator
  and/student advocate leadership team can visit your classroom to go over the
  paperwork, process, and share tips for success. The service learning phone number is
  760-795-6616, and we are located in 3306 at the Oceanside Campus (Barnard) next to
  Admissions and Records.