



**SERVICE LEARNING
& VOLUNTEER CENTER**

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 projects 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/studentervices/servicelearning/partners.aspx> or go to [miracosta.edu/serve](http://www.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.

Service Learning & Volunteer Center
Program Coordinator: Bea Palmer (Hablo Español)
Oceanside Campus, Office 3306 (next to Admissions and Records)
760-795-6616 / bpalmer@miracosta.edu
www.miracosta.edu/serve

