



## SERVICE LEARNING & VOLUNTEER CENTER

Program Coordinator: Bea Palmer (760) 795-6616 [servicelearning@miracosta.edu](mailto:servicelearning@miracosta.edu)

Location: Oceanside Campus - Room 3306

Office hours: Monday – Thursday 8:00- 4:30, Friday 8:00-3:00

### Steps to get started.....

1. Review the list of approved organizations on the program website: [www.miracosta.edu/serve](http://www.miracosta.edu/serve) then select “Community Partners.” Students can **only** serve organizations are on the list of Community Partners.
2. When contacting an organization, identify yourself as a MiraCosta College service learning student. Tell them what class you are taking and how many service hours you need to complete. If contacting an organization becomes too challenging, try another agency or contact the Service Learning and Volunteer Center for help. (see last page for sample email/phone call)
3. When first meeting with agency personnel, bring your service learning paperwork and class syllabus to share. This will help them better accommodate your learning needs.
4. If the organization requires a TB test, go to MiraCosta College Health Services and get the test done free of charge. You must identify yourself as a service learning student. We recommend contacting them ahead of time for available appointment times.

### A few helpful hints.....

To make the best of your service learning experience, we suggest the following:

- Call or visit the Service Learning and Volunteer Center whenever help is needed. The staff will answer questions, provide guidance, and help solve problems.
- Get started early. Arranging a placement takes time. It can take 2-3 weeks to make phone contact, schedule an interview, and complete application process.
- Remember to turn in all of your service learning paperwork (in this packet). If you complete 15 or more hours of service in one class and at one organization, you will receive a service learning certificate. Your certificate will be mailed to the most current mailing address on your SURF account.
- Visit our website: [www.miracosta.edu/serve](http://www.miracosta.edu/serve) for additional program information.
- Be positive and make the most out of your experience! Things may not always go as expected but in every setting there is something new to learn.