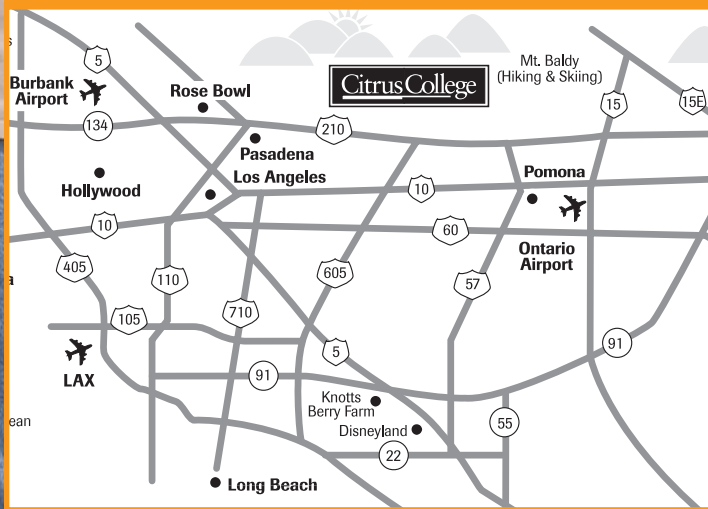


Contact us at servicelearning@citruscollege.edu

or (626) 857-4163

Visit us at www.citruscollege.edu



Service Learning

COMMUNITY PARTNER GUIDE

Citrus College

Welcome

This guide is designed to help you, the community partner, better understand the Service Learning Program at Citrus College. The success of our program depends on the partnership and collaboration between the community agency and the educational institution. We value your participation and look forward to a successful working relationship!

How To Contact the Program

servicelearning@citruscollege.edu
(626) 857-4163

What is Service Learning?

Service Learning is the integration of student-based community service and faculty-directed critical activities. Service Learning is a national movement that combines a commitment to community needs with identified learning objectives. The goal of Service Learning is to empower those being served and those who serve.

Service Learning uses community service as the vehicle for students to reach their academic goals and objectives by integrating teaching objectives with community needs.

Service Learning is based on a reciprocal relationship in which the service reinforces and strengthens the learning, and the learning reinforces and strengthens the service.



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Disclaimer

Citrus College has made every reasonable effort to ensure that the information in this brochure accurately reflects current legislation and policies. However, these are subject to modification at any time, without notice, in order to accommodate changes in the resources or educational plans of the Citrus Community College District, or for reasons deemed appropriate by the college president or designee. This brochure does not constitute a contract between the student/community agency and the college.

Citrus College publications are available in an alternate format upon request by persons with verified disabilities. Please contact Disabled Student Programs & Services at (626) 914-8675.

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Expectations for Community Agencies

Agencies should be willing to do the following:

1. Complete the site information form and agency agreement packet.
2. Interview the prospective Service Learning students to clarify position and responsibilities.
3. Authorize placement by signing the Agency Agreement Form provided by the student.
4. Conduct an orientation and further training with the student if necessary.
5. Provide meaningful learning experiences for the student. When students are utilized to the fullest and kept interested, learning is enhanced and agencies benefit.
6. Supervise and monitor students' activities to ensure progress toward completion of goals.
7. Complete evaluation form on student volunteer.
8. Comply with Citrus College policies on discrimination and sexual harassment. The student's work is considered an extension of his/her education, sponsored and supported by the college.
9. Provide proof of insurance for volunteers.

Service Learning provides students with the opportunities to use newly acquired skills and knowledge in real-life situations in their own communities.

Service Learning fosters a sense of caring for others and a commitment to civic responsibility.

Service Learning gives academic credit for demonstrated learning achieved through service, not for simply putting in hours.

The Mechanics of Service Learning

Faculty members incorporate service learning into the class curriculum, either as an option or a requirement. Service Learning offers a range of possibilities from a one-time service experience (organizational activity, special event) to working with an agency on a regular basis over the course of a semester (e.g. tutoring, hotlines). The type of placement is defined by the course content.

Faculty members work with the Service Learning staff to select agencies whose needs are related to the course objectives. The faculty member also determines the minimum number of hours to be completed



and the type of reflective activity assigned to the student.

At the beginning of the semester, the service component is introduced to the students. They are given information about course-related placements by the Service Learning Coordinator and Student Employment Services. Students choose agencies based on interests, schedules and location.

The student then contacts the agency to schedule an interview. Students are encouraged to use the interview as an opportunity to share learning objectives, define service activities, set a schedule and ask relevant questions.

The student then performs the service under the guidance and supervision of the agency. The faculty member directs critical learning activities in the classroom.

Student Responsibilities

As a volunteer, the student has certain responsibilities to the agency and clients they serve. These include:



1. To be open and honest at all times.
2. To attend orientations or trainings scheduled by the agency.
3. To understand and fulfill time commitments and assigned tasks.
4. To be reliable. Students must call agency supervisor or responsible person if they know they will be absent or late.
5. To show respect for the policies and expectations of the agency.
6. To use professional behavior at all times.
7. To share learning objectives with the agency.
8. To respect confidentiality.