

# How to do Service Learning



## 1. Find the right Community Partner for you

- You will either be given the community partners:
  1. From an approved list of Community Partners that was given to you at the service learning orientation.
  2. Or, you will be able to choose from the Community Partners list. This list is available online at <http://www.citruscollege.edu/servlearn> under Service Learning Documents or you can find them in a binder at the Service Learning Office.

## 2. Contact the Community Partner site and Service Learning Coordinator

- Contact the site and let them know that you are from Citrus College and want to complete your service learning hours.
- Make sure to tell the Service Learning Coordinator what Community Partner site you have chosen.
- If you tell a site you are going to be there, please be there!

## 3. Student Paperwork Packet

- **Service Learning Agreement Form**
  1. Make sure that you and your supervisor sign this the first time you go to your Community Partner site
  2. Due after the first time you meet with your community partner.
- **On the next form you can have your supervisor fill out what you will actually be doing when you do your service learning project.**
  1. Due with your Service Learning Agreement form
- **Supervisor Evaluation**
  1. You will have your supervisor fill this out at the end of your service learning project in order that you might see your progress.
  2. Due by May 7<sup>th</sup>
- **Service Learning Program Evaluation**
  1. This is an evaluation of how the Service Learning Office is serving you.
  2. Due by May 7<sup>th</sup>
- **Time Card**
  1. Make sure you keep track of your hours each time you go. If you do not keep track of your hours, there is no guarantee that you will receive credit for your class.
  2. Fill this out every time you go to a site and have it signed by your supervisor or by someone who works for the organization

## 4. Turn all forms into Service Learning Office. The Service Learning Coordinator will inform your professor that you have completed the hours.