



*In the city, for the city.*

# Student- ACADEMIC SERVICE-LEARNING MANUAL



## PREPARATION



## APPLICATION



## EDUCATION

Congratulations! You have chosen to enroll in a Service-Learning course; now you may choose to embrace the challenge of taking your education outside the classroom and engage community needs. As you review this handbook you will find helpful guides to making the most of your service-learning experience. If you have questions and would like to talk to the Office for Service Learning, stop by Smith Hall 216 on weekdays between 8am-4pm or make an appointment with the Service Learning Coordinator.

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## Academic Service Learning Overview

*Service-learning is fundamentally an academic endeavor in which service is an integrated component of a course. It is a credit-bearing, experiential education approach that involves an established community partnership guided by the expertise of professors and community-based practitioners, working together with students to address community needs. The partnerships between Warner Pacific College and the community engage students in service primarily with nonprofit organizations, local public schools, and under-resourced agencies. Community partnerships are strategically developed so as to live out the urban mission of Warner Pacific. Academic service-learning is a unique form of engaged learning that incorporates:*

- Direct contact between students and the community, exposing students to real-world environments and challenges
- Engagement in projects and activities that are devoted to the public good and positive community development
- Service projects that are mutually beneficial for both WP students and the community
- Service activities that directly connect to learning outcomes of the course, thereby enriching course content
- Structured reflection that enhances student understanding of connections between course content and service

*As part of our urban mission, Warner Pacific affirms the importance of engaged learning and supports pedagogies that work towards our goal of preparing civic leaders who will transform society through acts of faith, scholarship and service. In working towards this end, academic service-learning seeks to enrich course content and learning objectives while promoting increased self-awareness, greater personal efficacy, informed critical thinking, and a deeper understanding of societal responsibility, diversity, and the urban environment.*

### **:: why SERVICE LEARNING?**

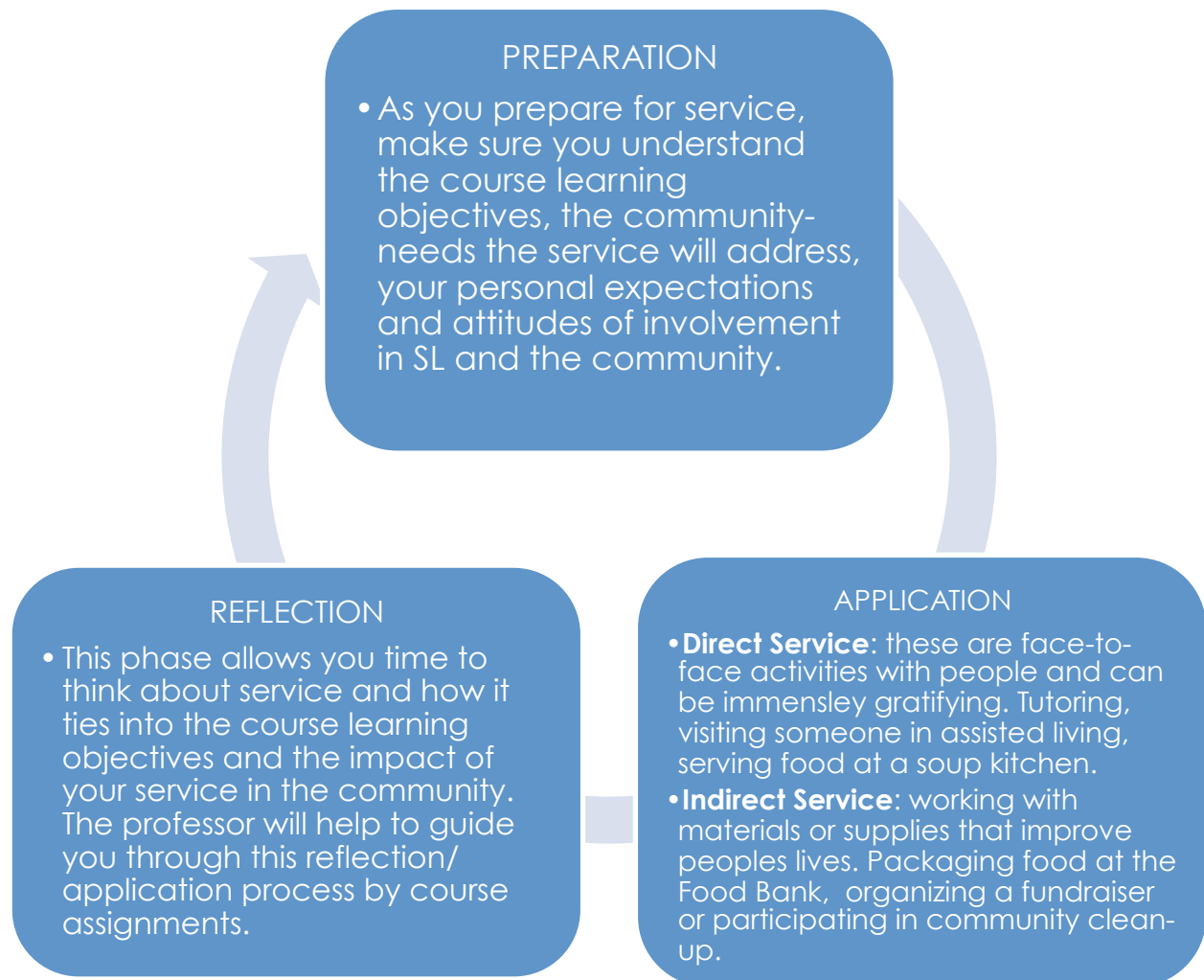
- Links course-work to real life
- Contributes to positive exposure in the community
- Provides students with greater understanding of social issues
- Develops potential job contacts for students, or on-going volunteer opportunities
- Creates ways to expand service offered for our community partners
- Exposes our community to the emerging generation of students/young adults workers

### **:: who to contact**

Office for Service Learning: 503.517.1088

## Phases of Service Learning

### :: holistic EDUCATION



## Guide to your service-learning requirements

### :: check LIST

- \_\_\_\_\_ Search for current service opportunities on the website, or visit the Office for Service Learning for a listing of up-coming options. **ALL** service-placements need to be with approved Community Partners.
- \_\_\_\_\_ Choose an agency and volunteer opportunity that matches your interests, your schedule, and course requirements. If you cannot find a 'matching opportunity', the student should contact the Service Learning Coordinator (x1088), early in the semester.
- \_\_\_\_\_ Contact the agency directly to discuss and arrange a time for you to serve.
- \_\_\_\_\_ Fill out the service-learning contract for community partners, including your learning objectives, and bring it to your agency the first day of service.
- \_\_\_\_\_ Maintain a log of your service hours and return your contract to the professor at the end of the semester.
- \_\_\_\_\_ Communicate with your agency about your days of service, including your final day. Be sure to thank the staff you worked with for the learning opportunity!
- \_\_\_\_\_ Complete all reflection and course activities given by your professor.
- \_\_\_\_\_ Use these service hours for your Faith & Service Commitment, you are responsible to submit your hours online. The SL Contract will not be used to log hours.

## :: FAQ's

*What if I am having trouble finding a SL placement?*

1. First, visit the OSL and look through a listing of current service opportunities.  
*Office for Service Learning: 503.517.108*
2. If you cannot find a 'match', than you may contact an agency listed as a WP Community Partner and see if they have additional service opportunities.

*Can I fulfill my SL requirements through a place not listed as a WP Community Partner?*

1. Please do not. You may consult the Service Learning Coordinator for permission to pursue an alternative placement IF you have reason to pursue an alternative option.

## :: PROTOCOL- contacting your service-site

1. DON'T wait until the last minute to start your SL hours. Begin searching the first two weeks of the semester, and begin your SL hours by the end of the first month.
  - Choose at least 3 agencies to contact in case one does not work out.
  - Work with others in you SL team to determine service times/days.
2. DO ask about trainings/orientation with your agency. Be aware that there may be limited days to join a group training session.
3. You may be required to complete a background check.
4. Be able to articulate what your course objectives are for working at your chosen site.
5. Practice phone etiquette: speak clearly and slowly leaving you name and phone number TWICE in a message. Use this guide to help you: *"hi, my name is \_\_\_\_and I'm a Service-Learning students at Warner Pacific College in Portland. I'm interested in volunteering at your agency. Please call me at \_-\_\_\_\_ between the hours of \_\_ and\_\_ or you may reach me at\_\_-\_\_\_\_. Thank you for your time. Sincerely, \_\_\_\_\_."*

6. Choose an agency that sincerely interests you (personally and academically).

### :: tips for getting the most from your experience

- **DO** ask for an orientation or introduction to the agency from your assigned supervisor. Ask about the mission, history and population of people they serve.
- **Familiarize** yourself with the agencies policies and procedures and show respect the others at your site.
- **DO** establish your specific responsibilities and expectations with your supervisor on the first visit.
- **DO** ask for help from staff or your supervisor when in doubt of what you should do.
- **ALWAYS** be punctual. In fact, it's better to be 5-10 minutes early every time.
- **ALWAYS** be aware that you are representing Warner Pacific College.
- **DO** know that if you are having trouble at your service site you should talk with your professor about it.
- **DON'T** go alone with an individual behind closed doors at your service site.
- **DON'T** make promises or commitments you cannot keep with the service site or clients.
- **NEVER** use your own vehicle to provide services to the organization.
- **DON'T** wear expensive jewelry or clothing, etc when performing your service.

## :: Service-Learning Contract instructions

Every SL student will receive a SL Contract form from the Service-Learning Coordinator at the beginning of the Semester. IF you do not have one, or need a replacement copy, visit the Office for Service Learning in Smith 216.

- The contract is to be completed after the student has received the required training from the service site. The student is expected to have a conversation with a person who will act as their “site supervisor” or the person who is giving them instruction for their service work.
- The student will complete the course objectives and personal learning objectives section.
- The Agency Activities section should be completed by the site supervisor, OR it may be filled out by the student with the supervisor’s permission.
- The Integration plan will be complete by the student. Signatures must be gathered from the student, site supervisor, and course Professor.
- The SL student will keep the contract until they have completed their final day of service with the agency.
- The Contract will be turned in first, to the professor.

Any concerns or questions concerning the site placement and SL Contract should first be directed toward the course professor, and then to the SLC in Smith 216.

Enjoy your Service-Learning experience!

-Office for Service-Learning & Civic Engagement