



Palomar College Service Learning Packet of Information and Forms

Page 2 – Service Learning Guidelines and Tips for Success

Page 3 – Service Learning Agreement form

Page 4 – Student Waiver of Liability

Page 5 – Service Learning Time Sheet

Page 6 – Student Performance Evaluation

Directions for Service Learning in 11 Easy Steps!

1. Learn from your instructor the expectations for your course. Be clear on how many hours are required, and what type of service learning experiences are acceptable for your course.

2. Visit the Palomar's Service Learning website at www.palomar.edu/servicelearning

Browse through our [Full List of Community Partners](#) to pick a service learning site that supports your academic, career, and/or personal goals. If you would like to volunteer at a community organization that is not on this list, contact your professor to get approval.

3. Go through this packet of forms. Read the Service Learning Guidelines and Tips for Success.

4. Contact the organization you feel best meets your academic, career, and scheduling needs via telephone or email. Politely explain that you are participating in Service Learning through Palomar College. Be clear about how many hours you will be committing to this organization, and tell them the times and days you are available.

5. Meet with the site supervisor at the organization before you start volunteering. Take the Service Learning Agreement Form (p. 3). Have the Student portion filled out in advance. Be sure to include your goals for service learning (what do you hope to do and gain from this opportunity?) Also sign the Student Waiver of Liability (p.4).

6. Turn in the Service Learning Agreement Form, and the Waiver of Liability form with your signature to your professor.

*If you are doing a one-time/special event service project you may take all of the forms in this packet with you on your day of service and then turn them all in to your professor.

7. **Complete the [Online Registration Form for Service Learning](#)** on the Service Learning Website.

8. Begin your Service Learning. Take your Time Sheet (p.5) with you each time volunteer and have a supervisor sign off your hours.

9. When you have completed your Service Learning experience, ask your supervisor to fill out the Evaluation of Student Performance form (p.6).

10. Turn in your Timesheet and the Evaluation of Student Performance form to your professor.

11. **Submit the [Online Completion Form for Service Learning](#) on the Service learning website**

Optional: Students who complete 15 hours or more are eligible to receive a Certificate of Completion from the Service Learning Department. Students who would like the certificate must fill out the [certificate request form](#) on the website by the last day of the semester, and pick up their certificate from the Service Learning Office.

Thank you for representing our school and making a difference in our community!



Service Learning Guidelines and Tips for Success

Please read through and abide by the following guidelines created to assist you in having the best and most productive service learning experience possible:

During Service Learning you are representing yourself, your professor, your department, and Palomar College as a whole. Please represent us well!

**When contacting an organization to set up your Service Learning experience:
Be polite, professional, and patient.**

**If sending an email, or leaving a phone message, be professional and give specific information.
Example:**

*Hello, My name is _____ and I am a student at Palomar College. This semester I am taking a course (state which class) with a Service Learning component. I am looking for an opportunity to volunteer at least ____ hours with (state your goal or desire). I saw your organization on the Service Learning Community Partners List and I reviewed your website. I would like to volunteer with your organization. I would like to visit with you about this opportunity at your earliest convenience. Please e-mail me at _____ or call me at _____.
Thank you for your time.*

*Sincerely,
Your Name
(E-mail address)
(Phone number)*

When engaging in Service Learning:

1. **Be Reliable** – Both the administrators and the persons whom you serve rely on your punctuality and commitment in completing your hours over the entire course of the semester. Be sure to allow time for traffic, arrive on time, and call in advance if a sickness or emergency occurs.
2. **Be Responsible** – Complete the tasks assigned to you. Know what is expected of you. Ask for help if you are unsure of what to do.
3. **Be Professional**- Dress appropriately (modest attire, closed toed shoes, no inappropriate writing on clothing). Do not eat, drink, or smoke while volunteering. Keep cell phones on silent and put away. Use polite and respectful language. Use formal names unless instructed otherwise.
4. **Be Respectful** – Keep information about clients confidential. Avoid gossip with employees or clients.
5. **Be Flexible** – Be patient if your tasks change slightly, and be understanding if a situation is different than you expected. However, if the work you are being asked to do makes you feel uncomfortable, speak politely to your supervisor. If the problem continues, contact your professor and the Service Learning department.
6. **Be Positive** – Smile as much as possible. Keep a positive attitude even if it feels like things are not going well. Kindness goes a long way and can make difficult situations better.
7. **Be Safe** -
 - NEVER report to your service site under the influence of drugs or alcohol.
 - NEVER give or loan client money or other personal belongings.
 - NEVER make promises or commitments to a client you cannot keep.
 - NEVER give rides to clients or children
 - NEVER give out personal information to clients
 - NEVER develop a personal relationship with a client

LIABILITY

Hold Harmless Agreement / Waiver of Liability Palomar Community College District Service Learning

1140 West Mission Road, San Marcos, C.A. 92069-1487

Phone: (760)744-1150 Extension 3734

Email (questions only): service-learning@palomar.edu

Class or Event: _____

Instructor: _____

Event Date(s): _____

ADMINISTRATION ONLY Received by: _____

Instructor: _____ or _____

Office: _____

PLEASE PRINT OR TYPE CLEARLY, SIGN, DATE, AND RETURN TO YOUR INSTRUCTOR:

Participant's Name: _____
Last First MI ☐ Male ☐ Female

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: (____) _____ Cell Phone: (____) _____

Email: _____ Classification: ☐ Student ☐ Faculty/Staff ☐ Guest

Emergency Contact Name: _____ Telephone (____) _____

I, the above named participant, am eighteen years of age or older and have voluntarily applied for or enrolled in Service Learning event, activity or class, at Palomar College.

I acknowledge that the nature of the event, activity or class will expose me to hazards or risk that may result in my illness, injury, including permanent and live-compromising or life-terminating injuries, such as for example only a spinal cord injury to any other vital organ or limb, or death and I understand and appreciate the nature of such hazards and risks.

That participant shall indemnify, defend and hold harmless the Palomar Community College District, its officers, agents and employees from all claims, suits, or actions of any nature arising out of my participation in the **ACTIVITY** other than acts of gross negligence by Palomar College, its officers, employees, and /or agents.

In consideration of my participation in the Service Learning event, activity, class, I hereby accept all risk to my health and of my injury or death that may result from such participation.

In signing this waiver, I acknowledge that I have read it, understand its significance and am signing voluntarily of my own free will. I certify that I'm at least 18 years of age, and that if I am under 18 of age my parent/legal guardian has signed this form on my behalf.

Signature: _____ Date: _____

Patent/Legal Guardian (if under 18):

Print Name: _____

Signature: _____ Date: _____



SERVICE LEARNING AGREEMENT FORM

Bring this form and your course syllabus and/or service learning assignment directions
with you the first time you visit your community organization.
RETURN COMPLETED FORM TO YOUR PROFESSOR PRIOR TO BEGINNING SERVICE

Student's Name: _____ Student ID #: _____

Phone: _____ E-mail: _____

Course: _____ Instructor: _____

Minimum # of hours to be completed: _____

Goals:

Service Learning Student:

- ☐ I have read and will adhere to the Guidelines and Tips for Success document
☐ I have filled out the Service Learning Online Registration Form

By signing this agreement form, you are agreeing to participate in a service activity and waive district liability as set forth in this declaration for said participation.

All persons traveling to and from the volunteer site shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness or death occurring during the trip. I agree that any accidents or infractions (moving violations) incurred while driving my own vehicle are the sole responsibility of myself. I will not hold Palomar College, its employees and agents responsible for any such damage, injury or liabilities. Further, injuries and or illnesses occurring during or as the result of my participation in the service learning class should be covered in accordance with the premiums of the student insurance program as the secondary health insurance carrier.

X _____
Student's Signature

Date

Service Learning Site:

Organization: _____ Supervisor Name/Title: _____

Phone: _____ E-mail: _____

Duties to be performed: _____

X _____
Site Supervisor's Signature

Date

I agree to accept the above-named student and provide adequate training and supervision at this service learning site.



SERVICE LEARNING TIME SHEET

Record your hours neatly and receive the supervisor's signature each time you serve.
Fill out the Online Completion Form (found on the Info for Students page of the Service Learning Website)
At the completion of your service, return this sheet to your professor.

Student Name: _____ Student ID _____

Instructor's Name: _____ Course: _____ Semester/Year: _____

Community Organization: _____ Supervisor's Name: _____

Phone: _____

Date	Time In	Time Out	Total Hours	Supervisor Signature

Total Service Hours Completed: _____

☐ I have filled out the Online Completion Form on the Service Learning Website

I hereby verify that the above is accurate. _____
(student's signature) (date)



SERVICE LEARNING EVALUATION OF STUDENT PERFORMANCE

When you have completed your service learning activity, give this form to your supervisor to complete.
Return the completed form to your professor

Student Name: _____ Semester _____

Instructor's Name: _____ Course _____

Community Site: _____

TO THE SUPERVISOR: Please check the appropriate responses:

	Excellent	Good	Fair	Poor
Student Reliability (punctual, completed service hours)				
Sensitivity to Others (sensitive to other's needs, respects differences)				
Willingness to Learn (open to learning new things, receiving feedback)				
Communication Skills (listening, speaking, writing)				
Teamwork (worked well with others, positive attitude)				
Self-Initiation (Seeks to learn more about the organization, motivated to make a difference)				
Overall Evaluation of Performance				

Additional Comments: (use back of paper if necessary)

Supervisor Name: (Please Print): _____

Supervisor's Signature: _____ Date _____