



Palomar College

Service Learning Student Packet

Step-by-Step Directions For Service Learning

1. Learn from your instructor about the Service Learning Assignment requirements for your class.

Browse through our Service Learning 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.

2. Before you begin your Service Learning hours:

- Meet with your Service Learning Site Supervisor.
- Sign the Service Learning Agreement Form (p.3).
- Turn in a copy of this form to your instructor.
- Complete the Online Registration Form for Service Learning on the Service Learning website.

3. After completing your Service Learning hours:

- Turn in your Service Learning Time Sheet (p.4) to your instructor.
- Complete the Online Completion Form for Service Learning on the Service Learning website.

For questions, contact the Service Learning Office at
servicelearning@palomar.edu or (760) 744-1150 Ext. 3734.
www.palomar.edu/servicelearning/



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. For example, you can say:

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 participating in Service Learning at your site:*
 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



SERVICE LEARNING AGREEMENT FORM

Before starting your service hours, meet with your service learning site supervisor and go over your service learning course assignment, goals, and duties to be performed. Together, sign this form and then turn it in to your instructor.

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 will fill 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 ask for the supervisor's signature each time you serve.
At the completion of your service, return this sheet to your instructor.
Once all service hours are completed, fill out the Online Completion Form
for Service Learning on the Service Learning website.

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 for Service Learning on the Service Learning Website.

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

Contact the Service Learning Office to request a:
Service Learning Certificate (15 hours), Graduation Cord (50 hours), Graduation Stole (100 Hours)



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 _____