

Service Learning Toolkit for Students



WELCOME TO SERVICE LEARNING AT GATEWAY!

Dear Student,

As a part of your course or for other forms of credit, you have chosen to participate in a service learning project. We understand that this may be new for some of you so we have created a packet of forms and resources that will help guide you through your experience. We hope you will find these helpful.

You are not alone – we are not giving you this packet and walking away. The Service Learning Center staff is available Monday through Friday to help you find a placement, fill out your forms, or help answer any other questions you may have. We are located on the Kenosha Campus in the Academic Building in A232 or online at:

www.gtc.edu/service-learning

Your instructor has chosen to implement service learning in this course to deepen your knowledge of the subject, enrich your learning and get you active out in your community. Service learning is your opportunity to get out of the classroom and out of the library and actually see what role the information you are reading about in your textbook plays in your world and community. You will get out of this experience what you put into it, so give it your all!

The Service Learning Center publishes a quarterly newsletter featuring Gateway service learning projects, professional development opportunities for faculty and students, and guest columnists. If you would like your project to be featured or would be interested in writing a column, please contact the Service Learning Center.

Please don't hesitate to stop by, call or e-mail the Service Learning Center at any time if you have questions, concerns or a great story to share! We're here to help.

Best of luck & happy reading! We look forward to hearing from you in the near future.

Sincerely,

Your Gateway Service Learning Team

Service Learning Center
www.gtc.edu/service-learning
servicelearningcenter@gtc.edu

The purpose of this toolkit is to provide you with information, references, and resources that you may find helpful in brainstorming, creating, and reflecting upon a service learning project within a specific class or a Serving to Learn Locally course.

The Service Learning Center is located mainly on the Kenosha Campus but available on all main campuses or satellite campuses. Our role is to help you find community partners to work with, assist in your placement, and to help answer questions you might have. For students, we also act as a liaison to assist in community partner issues, disputes, or problems that may arise.

What is Service Learning?

Service learning is similar to volunteering in that you are giving your time and skills to a community agency. The main difference between service learning and volunteering is that, as a student, you should be benefitting from the experience as well. There should be reciprocal benefit for both yourself and the site at which you are located.

Also, service learning utilizes reflection activities that ask you questions like “why does it matter? How does it relate back to what I want to learn? Will this matter next week?” etc. It helps you think about what you did, why you did it, how it matters to your goals and the community’s needs, and what it will matter 5 years from now.

As a student, your role is to be aware of the organization’s needs and to provide assistance where and when it is needed. You are to contact the agency to arrange the initial meeting to discuss the service learning hours and project. The Service Learning Center can assist with this role, if you need assistance with it.

You are to adhere to the organization’s rules and procedures, including the confidentiality of the organization and client information. You must periodically reflect upon and reevaluate the service learning experience while keeping in mind the objectives of all parties involved. You are to operate with integrity and professionalism at all times; which includes being punctual, meeting deadlines and being open to supervision and feedback which will facilitate learning and personal growth.

Your instructor needs to provide you with structure and guidance to process and reflect upon your service learning experiences. Also, they are to assist you in connecting your community based learning experience with course learning objectives. They are also to participate in an evaluation process between yourself and your community partner.

The Service Learning Center is to act as a liaison between the organization, students, and faculty. We provide support and guidance for any challenges that may arise. We assist with placing students into organizations or finding projects to suit the student. We also provide forms, instructions, resources, and materials that all those involved may need.

Any questions, comments, or suggestions can be directed to the Service Learning Center.

Table of Contents & Intentions (Student Edition)

➤ Protocols and Limitations

Guide for students on what is expected as well as information about keeping track of information about their project and hours. This should be completed on the first day of class so that all parties understand the expectations, the limitations, and liabilities. **Due: Before student's project begins.**

➤ Student Documentation Log

The first page is for students' and instructor's benefit to keep track of contact information, etc. The second page is for students to keep track of hours. Please ensure all areas of the log are filled in and the supervisor signs or initials the document at the end of each day. **Due: After student's project concludes.**

➤ Service Learning Daily Log

This template is for students' use to keep track of each day's reflections. Since all service learning projects require reflection of some sort, this template will enable students to keep all information together. **Due: After student's project concludes.**

➤ Publicity Release Form

This form allows the Service Learning Center to use photos, audio, video, and testimonials of students' projects in general advertisement of service learning, on our website, in the newsletter, and reports. **Due: Before student's project begins.**

➤ Benefits of Service Learning

An informational flier on the benefits of Service Learning and how it helps the student in their career and educational goals.

➤ Student Evaluation of Service Learning

This should be completed at the end of the semester by the student about their service learning experience. If the instructor does not require this form, please ensure that the Service Learning Center receives a copy. **Due: After student's project concludes.**

Service Learning Rules and Protocols Form

In order to be recognized as a student engaged in service learning at Gateway Technical College, you must complete this form. You will need to make two copies—keep the original, give one copy to your instructor and another copy to the Service Learning Center **before** the start of your project.



THINGS TO CONSIDER WHEN PARTICIPATING IN SERVICE LEARNING

1. Research the causes or issues important to you or your class, and then choose a cause that you are passionate about.
2. Consider the skills you have to offer, and find an opportunity that matches your interests.
3. You will create your own schedule with your community partner. Remember, you need to be as flexible as they are to work around each other's schedule.
4. If you begin a service learning project, **you are expected to finish it** whether or not you complete the class to which the experience is attached. With a service learning project or experience, you can be directly involved with a vulnerable population; therefore, you are not the only one affected if you do not complete your project or experience.

SERVICE LEARNING ETIQUETTE and PROTOCOL

1. Be professional at all times.
2. Take responsibility to contact the agency where you would like to volunteer.
3. Provide a resume to the agency to showcase your skills; include your contact information.
4. Follow up promptly with the agency before, during, and after your project concludes.
5. Cooperate promptly with all agency background checks or applications required. (Note: not all agencies require a background check or separate application.)
6. Honor your commitments.
7. Thank the agency for training or professional development you receive.
8. Maintain all confidentiality (HIPAA and FERPA guidelines. For more information, see the Service Learning Center website: www.gtc.edu/service-learning)
9. Treat all people with consideration, respect and dignity.
10. Dress, act, and speak in an appropriate manner at all times.
11. Follow the established rules and guidelines of agency.
12. Report any emergencies to the appropriate authorities.
13. Abstain from the consumption or use of all alcohol, tobacco products and illegal substances.
14. Do not engage in any inappropriate contact or relationship with staff, clients, volunteers or participants.
15. Be on time and dependable. Work hard.
16. When in doubt, ask questions. You are never alone while completing your service learning project. If you feel uncomfortable asking your instructor or site supervisor, contact the Service Learning Center.
17. Call your site supervisor if you will be late to or absent.
18. Journal your thoughts, feelings and impressions regarding the service learning experience.
19. Maintain contact with your instructor (and the Service Learning Center, if applicable) throughout your service learning experience.
20. **Document** your hours on **the Student Documentation Log** with appropriate signatures.

LIMITATIONS TO SERVICE LEARNING ACTIVITIES

For your safety, the following limitations have been assembled by the Service Learning Center and are subject to change by your instructor.

1. Don't arrive at your service site under the influence of drugs or alcohol.
2. Don't give or loan a client money or other personal belongings.
3. Don't make promises or commitments to a client or your supervisor that you cannot keep.
4. Don't give a client or agency representative a ride in a personal vehicle.
5. Don't tolerate verbal or physical exchanges of a sexual nature or behave in a way that may be perceived as sexual with a client or agency representative.
6. Don't engage in any time of business with clients during the term of your service.
7. Don't enter into a personal relationship with a client or agency representative during the term of your service.
8. Don't use the service opportunity to engage in personal benefit for either yourself or someone you know.

To demonstrate that you agree to respect and honor the rules and protocols listed above during your Service Learning experience, please print and sign your name and return a copy to your instructor and a copy to the Service Learning Center.

Student Name (Please Print) _____

Student Signature/Date _____

Service Learning Student Documentation Log

In order to be recognized as a student engaged in service learning at Gateway Technical College, you must complete this form. **Turn in this original form to your instructor at the **END* of the semester.**

***Please complete one (1) form for *each* class where you engage in service learning.**

Student information:

Student Name _____

Student E-mail _____

Dates of Service _____

Instructor _____

Community Partner Information:

Agency Name _____

Agency Supervisor _____

Agency Telephone _____

Agency E-mail _____

Agency Address _____

SERVICE LEARNING STUDENT DOCUMENTATION LOG (continued)

You are required to have this document completed each time you spend time working on your project or at your service learning experience. Your supervisor MUST initial or sign to verify each entry. It is okay if you do not completely fill this documentation log.

Date	Agency	Project	#/Hours	Supervisor Signature

Student Signature/Date _____

Faculty Signature/Date _____

Supervisor Signature/Date: _____

Liability Waiver Form – Adult Student (18 yrs/Older)

In order to be recognized as a student engaged in service learning at Gateway Technical College, you must complete this form. If you are under 18, you must complete both an Adult Waiver and a Minor Waiver. **Turn in this original form to your instructor at the beginning of the semester.**

Student Name _____

Student ID# _____

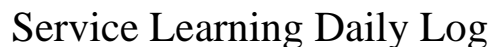
Instructor Name _____

STUDENT RELEASE STATEMENT

The undersigned, being over the age of 18 years, hereby acknowledges that there are risks of physical harm and injury inherent in service activities including, but not limited to, working with people, participating in sports and recreation activities, cleaning and maintenance projects, preparing and serving food, other service activities, and in transportation to and from service work sites. In consideration of Gateway Technical College allowing me to participate in the service learning program, I hereby assume all risks associated with the service program and/or activity and with the travel related thereto. I assume full and complete responsibility for any injury or accident that may occur to me or the vehicle in which I am driving or riding in connection with the service program and/or activity. I knowingly and intentionally hereby release and waive any and all claims, of whatsoever kind or nature that I may have against Gateway Technical College, its board of trustees, employees, agents and representatives, resulting, in whole or in part, from participation in the service program and/or activity. This release and waiver shall be binding on my heirs, administrators, and assigns. I specifically acknowledge that in performing these activities, I am doing so in the status of a service/volunteer for the community agency, and not a service/volunteer, employee or agent of Gateway Technical College. I acknowledge that workers compensation benefits are not extended to me in my capacity as a service/volunteer and hold Gateway Technical College harmless from any of my negligent acts.

Student Signature/Date _____

Print Name _____



Date _____ Time _____ - _____

Today _____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

1. Why was what I did important to me?
2. Why was it important to the clients that use my site?
3. Why was it important to my site?
4. Is what I did going to matter in a week? Why or why not?
5. Did this satisfy my needs?
6. Am I proud of what I have accomplished so far?
7. Am I successful in the project (for myself, for the clients, for the organization?)

The Service Learning Center would be happy to discuss your project for assistance with daily reflections or if you encounter any issues: carreram@gtc.edu or 262-564-3138



Publicity Release Form

"I certify that I am participating in Gateway Technical College photo/video shoots and/or interviews by choice and that I was in no way forced to participate or give a testimonial as part of a college or program requirement. My statements are what I believe to be true.

I give Gateway Technical College permission to utilize photographs and/or video images/pictures containing my voice, image and/or image of my original work.

I understand the photographs/images/voice may be utilized in print publication and/or digital publication promoting the college such as via newspaper, magazine, newsletter, mailer, brochure, billboard, website, social media, cable/television broadcast, and/or radio broadcast, or any other additional formats for the sole purpose of promoting the college via publicity and advertising."

This release is given pursuant to the provisions of Section 895.50 of the Wisconsin Statutes and Sections 668.71 – 668.75 of the Federal Higher Education Act.

Name (please print) _____

Address _____

City/State/Zip _____

Phone # _____

Email _____

Signature* _____

Date _____

**If the individual signing is a minor, it is necessary for the individual's parent or legal guardian to sign this release.*

The Benefits of Service Learning

- Increase your understanding of the class topic
- Gain **hands-on experience**
- Has the possibility of leading to an internship or job later!
- Explore or cement your values and beliefs
- Have opportunities to act on your values and beliefs
- Develop **critical thinking and problem-solving skills**
- Grow your understanding of diverse cultures and communities
- Learn more about social issues and their root causes
- Improve your ability to handle ambiguity and be open to change; **become more flexible**
- Develop or enhance your skills, especially in the areas of **communication, collaboration, and leadership**
- Test out your skills, interests, and values in a potential career path, or learn more about a field that interests you
- Connect with professionals and community members who you will learn from
- Grow a professional network of people you might connect with again later for **jobs or internships**
- Personal satisfaction for helping people and being civically engaged and socially aware
 - **Looks GREAT on a Résumé**



Student Evaluation of Service Learning

To be completed at the end of his/her experience

Course: _____ Community Agency: _____

Number of Hours Served: _____ Site Supervisor: _____

1. Why did you decide to participate in this service learning experience?

☐ Because I am interested in social issues

☐ For the credit

☐ To link theory learned in the classroom with actual field experience

☐ To volunteer

☐ Other reason(s): _____

☐ Course requirement

2. What is the most important thing you learned from your service experience?

3. Do you think that community service is valuable and appropriate learning component within this course? ☐ Yes ☐ No ☐ I don't know

Why or why not?

4. Are you going to continue to work with your site placement? ☐ Yes ☐ No ☐ I don't know

If so, why?

5. Did your experience help you to gain a better insight into the material and concepts of the course?
Please explain.

6. In addition to the service hours, what other coursework did you complete for the service learning component of this course?

7. Did you do a final paper or a formal presentation to meet the final requirements of the service learning component? Please explain.

Please answer the following questions according to your opinion of the statement.

	Strongly Agree	Moderately Agree	Agree	Disagree	Moderately Disagree	Strongly Disagree
My on-site supervision and training was helpful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The site supervisor used my time efficiently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This site should be used again for students in the future.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Is there anything that could have been done to improve your service learning experience?

9. Additional comments:

Thank you for completing this evaluation. Please return the completed form to the Service Learning Center.

Mail address: Gateway Technical College

3520 30th Avenue Box 46

Kenosha, Wisconsin 53144

Service Learning Center

www.gtc.edu/service-learning

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