



Updated 3/30/2020

**Santa Monica College**

Sponsored by:  
The Career Services Center

# Applied and Service Learning

## Dates and Deadlines

### Week 1

- Be accepted into the Law Pathway Program
- Successfully complete BUS 5 or POL SC 24 with a C or higher
- Complete the [Applied and Service Learning Student Orientation](#)
- [Minor Consent Form](#) – Those who have not turned 18 years old are required to submit this form to the Career Services Center
- Review the list of approved organizations for your class. Approved organizations for your class can be found at <http://www.smc.edu/StudentServices/CareerServicesCenter/Pages/Applied-Learning-Program-Calendar.aspx>
- See if any of the organizations match your availability and interests
- Contact an approved organization and see if they have any availability for you to complete service hours.
- Submit any necessary documents required by an organization (i.e. application, immunization records, background check, etc. It will vary based on the organization)

# Applied and Service Learning

## Dates and Deadlines

<p>Week 1 (Due: Wednesday, June 24, 2020)</p>	<ul style="list-style-type: none"><li>❑ <a href="#">Alternative Placement Request Form</a> - Required for those students who want to complete their hours at an organization not already approved for their class. Approved organizations for your class can be found at <a href="http://www.smc.edu/StudentServices/CareerServicesCenter/Pages/Applied-Learning-Program-Calendar.aspx">http://www.smc.edu/StudentServices/CareerServicesCenter/Pages/Applied-Learning-Program-Calendar.aspx</a></li></ul>
<p>Weeks 1 and 2 (Due: Thursday, July 2, 2020)</p>	<ul style="list-style-type: none"><li>❑ Match with an organization and submit the <a href="#">Student Application and Agreement form</a> to the Career Services Center (CSC) in person or by email to <a href="mailto:kang_joan@smc.edu">kang_joan@smc.edu</a><ul style="list-style-type: none"><li>❑ You can submit the <a href="#">Student Application and Agreement form</a> anytime before the July 2, 2020 deadline. However, the earliest you can start your hours if you submit your form before the July 2, 2020 deadline is the first day of the summer session.</li><li>❑ If enrolled in more than one class offering an applied and service-learning experience, use a new form for each class</li></ul></li><li>❑ An add code will be sent to you after you have submitted your <a href="#">Student Application and Agreement form</a></li></ul>

# Applied and Service Learning

## Dates and Deadlines

Weeks 1, 2, and 3	<ul style="list-style-type: none"><li><input type="checkbox"/> Attend trainings/orientation (learn what service work you will be doing)</li><li><input type="checkbox"/> Start your experience no later than Week 3</li><li><input type="checkbox"/> Track your hours on your <a href="#">time log</a></li></ul>
Weeks 5 and 6	<ul style="list-style-type: none"><li><input type="checkbox"/> Inform your organization that your semester is coming to a close and the last day to complete any hours is August 12, 2020</li><li><input type="checkbox"/> Student and Supervisor evaluations are emailed to SMC student email addresses and supervisor email addresses</li></ul>
Week 8 (Due: Wednesday, August 12, 2020)	<ul style="list-style-type: none"><li><input type="checkbox"/> Last day to complete any required hours for your experience is August 12, 2020</li><li><input type="checkbox"/> Submit your <a href="#">time log</a> and student evaluations to the Career Services Center in person or email to <a href="mailto:kang_joan@smc.edu">kang_joan@smc.edu</a></li><li><input type="checkbox"/> Finalize any paperwork with your organization if you are not able to continue on as a volunteer/intern/employee</li><li><input type="checkbox"/> Supervisor evaluation due</li></ul>

# Applied and Service Learning Dates and Deadlines

On-going

- Complete any course assignments and/or exercises required by your assigned course instructor

- \* Students with disabilities are encouraged to discuss any accommodation needs with DSPS;
- \* International Students on F-1 visas should speak to an immigration specialist at the IEC prior to participating in any applied/service learning opportunity.

# Getting Credit for Your Participation

- ❑ Be accepted into the Law Pathway Program
- ❑ Successfully complete BUS 5 or POL SC 24 with a C or higher
- ❑ Complete the [Applied and Service Learning Orientation](#). Make sure to answer the quiz at the end of the orientation to receive credit for completing the orientation
- ❑ Review what Applied and Service-Learning forms are due and when. Check the Applied and Service Learning Program Dates and Deadlines calendar [website](#) for your class
- ❑ Review the list of approved organizations for your class. They can also be found the Applied and Service Learning Program Dates and Deadlines calendar [website](#) for your class
- ❑ Identify what organizations fit your schedule and qualifications.



# Getting Credit for Your Participation

- ❑ Contact an approved organization.
- ❑ Match with an organization and complete the [Student Application and Agreement Form](#).
- ❑ Submit your [Student Application and Agreement Form](#) by the deadline assigned to your course
- ❑ Request an add code from the Applied and Service Learning Program. An add code will only be emailed to your SMC student email address after you have submitted your [Student Application and Agreement Form](#)
- ❑ Attend any orientations/trainings for your assigned organization.

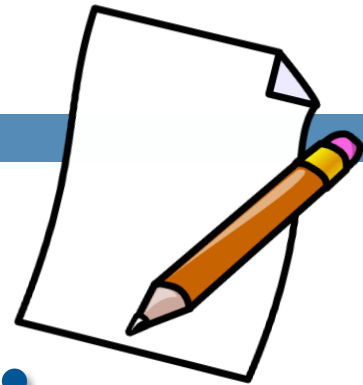


# Getting Credit for Your Participation

- ❑ Document your time on your [Time Log](#) and follow through on your commitment
- ❑ End your Applied and Service-Learning Experience and submit your [Time Log](#) and Student Evaluation by the deadline assigned to your course.







# Applied and Service Learning Forms

<http://www.smc.edu/StudentServices/CareerServicesCenter/Pages/Applied-Learning-Forms.aspx>

# Minor Consent Form



## Applied and Service-Learning Program Parental Authorization and Waiver/Release of Liability Form

(This form must be signed and returned to the Career Services Center before any student under the age of 18 years old can participate in the Applied and Service Learning Program.)

Your son/daughter is currently enrolled in a course that includes an Applied and Service-Learning experience. During this course, your son/daughter will be providing assistance at an organization during the term. The purpose of this experience is to enhance and enrich learning of course material.

Scheduling of the hours is arranged by the student and the supervisor at the organization. Transportation to and from the organization is the responsibility of the student.

Since your son/daughter is not yet 18 years of age, parental consent for your child's participation in the Applied and Service-Learning experience is required. As the student's parent/legal guardian, please sign below indicating your consent. If you have any questions about the Applied and Service-Learning Program, please contact the Career Services Center at (310) 434-4337.

Instructor First Name: \_\_\_\_\_ Instructor Last Name: \_\_\_\_\_  
Course Title: \_\_\_\_\_  
Course Section #: \_\_\_\_\_ Semester/Year (i.e. Fall 2017): \_\_\_\_\_  
Community Partner/Organization Name: \_\_\_\_\_

I understand and agree that by signing this Parental Authorization and Waiver/Release of Liability Form, I shall hold Santa Monica Community College District, its Board of Trustees, officers, agents, representatives, employees, and permissive users of District vehicles harmless from any and all liability, claims, causes of action, and demands related to, arising out of or in connection with my child's participation in this activity, including injuries, accident, illness or death suffered by me and/or my minor child. I also hereby voluntarily release, discharge, waive and relinquish any and all actions or causes of action for personal injury, bodily injury, property damage or wrongful death occurring to myself or my minor child arising in any way whatsoever as a result of engaging in said activity or any activities incidental thereto wherever or however the same may occur and for whatever period said activities may continue. I understand that this form will be binding on me, my heirs, executors, administrators and assign hereby release, waive discharge and relinquish any action or causes of action, aforesaid, which may hereafter arise for myself and for my estate, and agree that under no circumstances will my heirs, executors, administrators and assigns prosecute, present any claim for personal injury, bodily injury, property damage or wrongful death against the District or any of its officers, agents, servants, or employees for any of said causes of action, whether the same shall arise by the negligence of any of said persons, or otherwise.

I am the parent/legal guardian of the minor, \_\_\_\_\_ (first and last name of minor), and I am signing this Parental Authorization and Waiver/Release of Liability Form on behalf of said minor. My signature on this document acknowledges that I have read and understand the above provisions and agree to abide by these terms.

\_\_\_\_\_  
Parent/Guardian Printed Name      Parent/Guardian Signature      Date  
\_\_\_\_\_  
Address      Parent/Guardian Phone #      Student's Date of Birth  
\_\_\_\_\_  
Student Printed Name      Student Signature      Student ID#

- ❑ To be submitted by students who have not turned 18 years old
- ❑ Must be signed by your parent/guardian
- ❑ Download - [Minor Consent Form](#)

**DEADLINE:** Check the Applied and Service Learning Program Dates and Deadlines Calendar for your course.



# Alternative Placement Request

**Applied and Service-Learning  
Alternative Placement Pre-Approval Form**

The Applied and Service-Learning Program is more than happy to allow you to gain another site at your initiative. However, the program must also ensure that the site will serve the purposes of the class and the course material. Therefore, if you wish to choose a different site, it must be something similar to and comparable with the set of organizations already approved for your class.

Prior to the approval of any site, you must submit the following form to the Applied and Service-Learning Program. Hours will not count towards your course requirement until approval from the Applied and Service-Learning Program has been granted.

**Student Information**

Full Name \_\_\_\_\_  
Last First MI

Student ID Number \_\_\_\_\_ Phone Number \_\_\_\_\_

**International Students Only:** Are you studying on an F-1 student visa? Yes \_\_\_\_\_ No \_\_\_\_\_

**SMC Course Information**

Please list the course for which you will be doing your applied and service-learning requirement. If you are participating in more than one applied and service-learning course, please complete one application per course.

Instructor First Name \_\_\_\_\_ Instructor Last Name \_\_\_\_\_  
Course Section Number \_\_\_\_\_ Semester/Year \_\_\_\_\_

**Organization Contact Information**

Organization Name \_\_\_\_\_  
Organization Address \_\_\_\_\_  
Street Number City Zip Code  
Organization Website \_\_\_\_\_

Type of Organization:  Non-Profit  Government  Educational Institution  Other \_\_\_\_\_

Supervisor Full Name \_\_\_\_\_ Job Title \_\_\_\_\_  
Email \_\_\_\_\_ Phone Number \_\_\_\_\_  
Fax Number \_\_\_\_\_ Organization URL Website \_\_\_\_\_

**Organization Description, Projects, and Requirements**

Please provide a description of the organization where you are requesting to complete your Applied and Service-Learning experience. (This may attach a flyer or brochure in addition to your description.)

Career Services Applied Learning Program  
5902 Rice Blvd., Santa Rosa, CA 95403-1022  
Phone #: (530) 424-4337 and Fax #: (530) 424-4332  
<http://www.smc.edu/StudentServices/CareerServices/index.cfm>

How will the objectives of your course/assignments be met at the site where you are requesting to complete your Applied and Service-Learning experience? What are examples of some of the projects you are expected to assist with and/or complete at this site?

What community needs does the above site address (check all that apply)?

<input type="checkbox"/> Address Community	<input type="checkbox"/> Animal Welfare	<input type="checkbox"/> Arts and Culture	<input type="checkbox"/> Civic Engagement	<input type="checkbox"/> Community Development	<input type="checkbox"/> Disabilities/People with
<input type="checkbox"/> Domestic Violence	<input type="checkbox"/> Education/Adult	<input type="checkbox"/> Education/ELC	<input type="checkbox"/> Education/Youth Development and Mentoring	<input type="checkbox"/> Elderly Programs and Services	<input type="checkbox"/> Environmental/Global Issues
<input type="checkbox"/> Family Services	<input type="checkbox"/> Health Services	<input type="checkbox"/> Health/Mental	<input type="checkbox"/> Homelessness	<input type="checkbox"/> Housing	<input type="checkbox"/> Hunger
<input type="checkbox"/> Immigration	<input type="checkbox"/> Labor	<input type="checkbox"/> Legal	<input type="checkbox"/> LGBT/L	<input type="checkbox"/> Low Income	<input type="checkbox"/> Social Justice
<input type="checkbox"/> Wellness and Fitness	<input type="checkbox"/> Women's Issues	<input type="checkbox"/> Volunteer Affairs			
<input type="checkbox"/> Other _____					

Prior to beginning your applied and service-learning experience, does the above site require any of the following (check all that apply)?

<input type="checkbox"/> Age 18+	<input type="checkbox"/> Application	<input type="checkbox"/> Background Check	<input type="checkbox"/> Bilingual	<input type="checkbox"/> Computer Literacy	<input type="checkbox"/> Confidentiality Agreement
<input type="checkbox"/> Drug Screening	<input type="checkbox"/> Fingerprinting	<input type="checkbox"/> First Aid/CPR Certified	<input type="checkbox"/> Interview	<input type="checkbox"/> Pre-Training	<input type="checkbox"/> Reference Check
<input type="checkbox"/> TB Test	<input type="checkbox"/> Other _____				

Thank you for taking the time to complete this form. If you have any questions in regards to this form at the Applied Learning Program, please contact the Career Services Center.

**For Office Use Only**

Application/Agreement Received: (SMC/111) \_\_\_\_\_ Application/Agreement Received: (SMC/111) \_\_\_\_\_

Career Services Applied Learning Program  
5902 Rice Blvd., Santa Rosa, CA 95403-1022  
Phone #: (530) 424-4337 and Fax #: (530) 424-4332  
<http://www.smc.edu/StudentServices/CareerServices/index.cfm>

- ❑ To be submitted by students who want to complete their hours at an event not already approved for your class.
- ❑ Download – [Alternative Placement Form](#)

**DEADLINE:** Check the Applied and Service Learning Program Dates and Deadlines Calendar for your course.



# Student Application / Agreement Form



## Student Application and Agreement

Please print legibly. Note your SMC student email account will be the official means of communication between you and the Applied Learning Program. Please submit the Student Application and Agreement form to the Career Services Center (Counseling Village) by the deadline listed on your course syllabus.

### Student Information

Full Name: \_\_\_\_\_  
last first M.I.

Student ID Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

International Students Only: Are you studying on an F-1 student visa? Yes: \_\_\_\_\_ No: \_\_\_\_\_

### SMC Course Information

Please list the course for which you will be doing your applied learning requirement. If you are participating in more than one applied learning course, please complete one application per course.

Instructor First Name: \_\_\_\_\_ Instructor Last Name: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course Section Number: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

### Community Partner Contact Information

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_  
Street Number City Zip Code

Supervisor Full Name: \_\_\_\_\_ Supervisor Title: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_ Supervisor Phone Number: \_\_\_\_\_

### Student Expectations

Please remember that you are representing SMC in the community. As such, we ask you to carefully read and agree to the following expectations created to assist you in having a productive applied learning experience possible. Please initial each section and sign the agreement.

**(Initial) Honor Your Commitment:** Each student is responsible for securing a position with an approved community partner. However, specific hours of involvement will be determined mutually by the student and the organization supervisor. Once a schedule is determined, be punctual and responsible. Call your supervisor if you anticipate being late or absent. The community partner has selected you to be a reliable and contributing team member. The organization and the people served by the organization will be depending on you to complete the hours you arranged previously. If a community partner terminates your applied learning position, please notify your SMC instructor and the Career Services Center.

**(Initial) Ask for Help:** If you are uncertain about expectations, responsibilities and/or are uncomfortable about any applied learning experience, speak with your community partner supervisor, SMC instructor, and/or the Career Services Center.

**(Initial) Respect Confidentiality:** You are privy to confidential information with whom you are working. It is important that you treat this information as private. When writing and/or sharing your experiences, always use pseudonyms when referring to people served by the organization. This confidentiality expectation includes understanding and respecting photo policies, and if permitted to take photos, keeping them off of internet/social media sites unless given proper authorization. Placement within a community partner is an educational opportunity and a privilege.

**(Initial) Be Professional:** Remember the community partner is serving you by investing their valuable resources in your learning, while you are serving in the community. Treat those at the organization and the people served by the organization with courtesy. Be mindful of your attitude and act and dress appropriately at all times. Set a positive standard for other SMC students to follow as part of the SMC Applied Learning Program.

**(Initial) Remain Flexible and Open:** You may be exposed to other cultures and lifestyles that may differ from your own, opening avenues to learning, sharing, and engaging in meaningful dialogue. In addition, the nature of the work and assignments at a community partner is not always predictable. Your supervisor understands the issues at your organization and can be very helpful in any questions or concerns you may have.

**(Initial) Follow Policies:** Students participating in an applied learning course must comply with the community partner's policies

and regulations as well as SMC's Honor Code, Code of Academic Conduct and the Student Conduct Code (<http://www.smc.edu/StudentServices/StudentLife/4444/Fees/What-you-should-know.aspx>). A community partner may ask a student to leave the organization if he/she violates its policies and regulations. Note that some community partners may require a student to complete a background check, attend required trainings, orientations, and/or meetings, be fingerprinted, or complete a TB test as part of his/her placement with an organization.

**(Initial) Complete Hours and Involvement:** To complete the required number of hours of involvement at the above organization. Hours counted toward the minimum hours of requirement begin after submitting all required forms and receiving approval from the Career Services Center. Failure to complete the minimum number of hours of involvement and/or assignments (i.e. time log, reflections, evaluation) listed in the course syllabus may affect a student course grade.

**(Initial) Safety:** Do not go beyond the scope of your assigned responsibilities. Use judgement in refusing risky or inappropriate requests and situations. If you encounter any problems, emergencies, safety hazards, concerns, or suggestions, contact your organization supervisor, SMC instructor, and/or the Career Services Center.

**(Initial) Transportation:** Students are responsible for arranging any form of transportation to and from their assigned community partner. Students are not to transport any person and/or materials on or behalf of the assigned community partner, unless the organization has liability coverage for student participants.

### Release of Liability

I understand and agree that I shall hold the Santa Monica Community College District, its Board of Trustees, officers, agents, representatives, employees, volunteers, and permissive users of District vehicles harmless from any and all liability, claims, causes of action, and demands related to, arising out of or in connection with my participation in any field trip or class excursion during the above-described course (hereinafter "Activity"), including injuries, accident, illness or death.

If my participation in this Activity results in any liability, claims, causes of action, or demands against the Santa Monica Community College District, its Board of Trustees, officers, agents, representatives, employees, volunteers, and permissive users of District vehicles, I agree to defend and indemnify the District, its Board of Trustees, officers, agents, representatives, employees, and permissive users of District vehicles in such an action.

In the event of any illness or injury while participating in the Activity, I hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care from a licensed physician, surgeon, and/or dentist as deemed necessary for my safety and welfare. It is understood that the resulting expenses will be my responsibility.

If I provide my own transportation or ride with another student, it is fully understood that the Santa Monica Community College District, its Board of Trustees, officers, employees, agents, representatives or volunteers is in no way responsible nor assumes liability for any injuries, losses, claims or actions resulting from, arising out of or incident to the non-District transportation. I understand that although the District may recommend travel time and/or routes to and/or from this event, that such recommendations are not mandatory and do not in any way constitute District sponsorship or responsibility for my transportation. I also understand that the driver is not driving as an agent of or on behalf of the District.

I fully understand that participants are to abide by all rules and regulations governing conduct during the Activity. Any violation of these rules and regulations may result in my being sent home at my own expense and may result in disciplinary action.

### Student Agreement

I, \_\_\_\_\_ (Student's First Name and Last Name), hereby certify that the above statements are true and correct to the best of my knowledge. I also understand that in order to participate in the Applied Learning Program, I must be enrolled in a course at Santa Monica College that offers Applied Learning as an option or requirement and uphold the terms and expectations of this agreement.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

### Community Partner Agreement

I, \_\_\_\_\_ (Supervisor's First Name and Last Name), agree to provide adequate training and supervision for the applied learning student, including outlining responsibilities and tasks for the applied learning student to complete in order for her/him to meet the above expectations. I also agree to complete any necessary forms by the scheduled deadlines. Should I have any concerns about the applied learning student and/or the Applied Learning Program at SMC, I agree to contact the Applied Learning Coordinator at SMC.

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

### For Office Use Only

Application/Agreement Received: (MM/DD/YY) \_\_\_\_\_

Application/Agreement Recorded: (MM/DD/YY) \_\_\_\_\_

Santa Monica College Applied Learning Program  
 1900 Pico Blvd. • Santa Monica, CA 90405-1628 • Phone #: (310) 434-4337 and Fax #: (310) 434-4312

- ❑ Required by all participating students to receive credit for participating
- ❑ Download – [Student Application and Agreement Form](#)

Check the Applied and Service Learning Program Dates and Deadlines Calendar for your course.



# Time Log

- Required by all participating students to receive credit for participating
- Download – [Time Log](#)



## Student Time Log

The student service log is required of every applied learning student and is used to assist the student in tracking and providing confirmation of hours completed at the approved community partner. Forms will only be accepted if signed by the applied learning student and the student's supervisor at the assigned community partner. If submitting hours for the same course on more than one Time Log, each form must be completed and signed. Round all minutes to the nearest ½ hour and report as 0.5 only. Please submit all Time Logs to the Career Services Center (Counseling Village) by the deadline listed on your course syllabus. Prior to submitting your Time Log to the Career Services Center, please make a copy for your records.

Please print legibly. Note your SMC student email account will be the official means of communication between you and the Applied Learning Program.

### Student and Community Partner Information

Full Name: \_\_\_\_\_  
Last First M.I.

Student ID Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Supervisor's First and Last Name: \_\_\_\_\_

Supervisor's Phone Number: \_\_\_\_\_ Supervisor's Email: \_\_\_\_\_

### SMC Course Information

Please list the course for which you will be doing your applied learning requirement. If you are participating in more than one applied learning course, please complete one application per course.

Instructor's First Name: \_\_\_\_\_ Instructor's Last Name: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course Section Number: \_\_\_\_\_

Term/Year: Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_

### Time Log

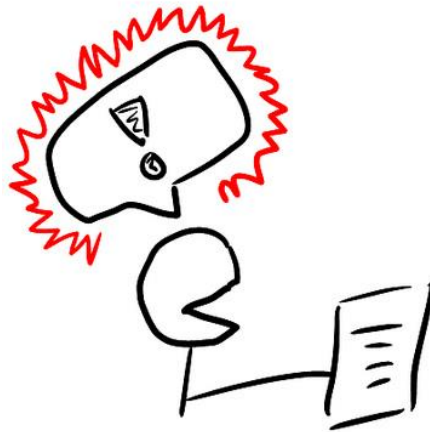
Date (MM/DD/YY)	Time Begin	Time End	Total Daily Hours	Specific Duties/Responsibilities Performed (What did you do on this day?)

Career Services Center Applied Learning Program  
 1900 Pico Blvd. Santa Monica, CA 90405-1628  
 Phone #: (310) 434-4337 and Fax#: (310) 434-4312  
<http://www.smc.edu/StudentServices/CareerServicesCenter>

Check the Applied and Service Learning Program Dates and Deadlines Calendar for your course.

# Evaluation Forms

- Student Evaluation
- Check your SMC email address. You will receive it typically 2 weeks before the deadline.



**DEADLINE:** Check the Applied and Service Learning Program Dates and Deadlines Calendar for your course.



# List of Approved Organizations

To view a list of participating organizations and events:

<http://www.smc.edu/StudentServices/CareerServicesCenter/Pages/Applied-Learning-Program-Calendar.aspx>



# Questions?

## □ Contact Information:



**Joan Kang, M.Ed.**

Senior Career Services Advisor

SMC Career Services Center

Student Services Bldg., 2<sup>nd</sup> Floor

(310) 434-3962

[kang\\_joan@smc.edu](mailto:kang_joan@smc.edu)

Areas of focus: Applied and Service Learning Program and Volunteer Opportunities