

Santa Monica College Applied and Service Learning Orientation

Applied and Service Learning Orientation

Contact Information:



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

Hi, my name is Joan Kang and I run the Applied and Service-Learning Program at SMC. You can find me in the SMC Career Services Center on the 2nd Floor of the Student Services Bldg. The best way to reach me is by email at kang_joan@smc.edu, especially during the 1st two weeks of the semester. You can also drop in to see me at the Career Services Center. Note, I'm not always available to meet for drop in; therefore, if you want to make sure I am available to see you, the best way is to email me and set up a scheduled appointment with me.

Here at the Career Services Center, my main areas of focus are running our Applied and Service-Learning Program as well as helping students find opportunities to volunteer in the community.

And, today, I will be going over the Applied and Service Learning Orientation with you. You will be able to download a PDF copy of this video with active links on the Applied and Service Learning Dates and Deadlines Calendar Website for your specific class. Later in this video, I will show you how to access that website. I have also asked any participating instructors to post this information on canvas.

To start, if your instructor hasn't already mentioned the Applied and Service Learning Program and how it is being integrated into your class, please then refer to your course syllabus and/or speak to your course instructor.

For some course section numbers, participating in the Applied and Service Learning experience is a requirement of the class. That means, participating in this experience will be factored into your grade. How it is factored into your grade is determined by your instructor. It may defer by instructor or course.

For other course section numbers, participating in this experience is optional. That means, you can choose whether or not you want to participate.

Again, check your course syllabus and/or speak to your course instructor to see if your instructor is requiring that you participate in the Applied and Service Learning Program or if it is optional.

That being said, this presentation will take about 20 minutes to complete, after which you will be asked to complete a short quiz. This quiz just allows me to know that you have reviewed the information that I provided during your Applied and Service Learning Orientation. If you have any questions that I don't answer during this presentation, please feel free to contact me.

What is Applied and Service Learning?



is an approach to learning that integrates classroom learning with real-world experiences



Here at SMC, the Applied and Service Learning Program provide students the opportunity to learn by engaging in the direct application of skills, theories and models. Through this program, students are able to participate in real-world experiences, at the same time tying it back to what they are learning in the classroom.

The goal of this program is to involve students in hands-on learning. A lot of students don't learn well from lectures and this program gets students directly into the community, where they are able to take what they are learning in the classroom and apply it, while addressing the needs of the various organizations, schools and businesses. It is the connecting of a course's student learning outcomes to a real world setting that makes this experience different from just volunteering or interning.

Students are able to put into action the knowledge and skills they are developing through their coursework. It is learning that integrates classroom learning with real-world experiences.

Comments from Students

"I learned that people in a community are eager to help those around them and others are appreciative when they gather to help. Personally, this experience made me excited for future volunteer work."

"Giving back to the community is very fulfilling and makes you feel as though you're doing something purposeful. This experience has made me want to be more open and begin volunteering more."

"I have been having the most amazing time and am so happy I took this opportunity because I am learning so much and the best part is that I get to see and apply exactly what I have learnt."





Here are just a couple of comments from previous students, describing their experience in the Applied and Service-Learning Program at SMC.

I learned that people in a community are eager to help those around them and others are appreciative when they gather to help. Personally, this experience made me excited for future volunteer work.

Giving back to the community is very fulfilling and makes you feel as though you're doing something purposeful. This experience has made me want to be more open and begin volunteering more.

I have been having the most amazing time and am so happy I took this opportunity because I am learning so much and the best part is that I get to see and apply exactly what I have learnt.

What are the Benefits for Students? Deepens your understanding of course materials Contributes to personal growth Exposes you to various career paths Introduces you to future internships and employment opportunities Enriches your resume or scholarship application Find what interests you Find what interests you

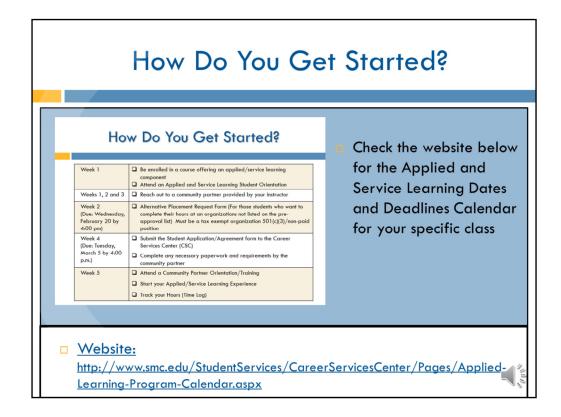
Students can gain a lot out of their experience.

There are a number of personal and professional benefits for participating in the Applied and Service Learning Program.

First of all, students can gain a better understanding of the courses they are taking. When they apply, they remember it, and therefore have learned the material.

Students also have the opportunity to contribute to their community by getting involved and volunteering their time. For anyone who has volunteered in the past, you might remember the personal growth and happiness that resulted from giving your time to others.

In addition, students have the opportunity to explore their major and future career interests. Through these experiences, students can figure out what types of jobs they might like to do and might not like to do. They are able to explore their career path, make connections, network, build relationships while gaining experience for things like their resume, college and scholarship applications. What students put into their experience is what they will get out of it.



So, now you have learned a little bit about the Applied and Service-Learning Program as well as some benefits of participating in such a program. Time to get started!

The first thing you need to do is select and open up the Applied and Service Learning Program Dates and Deadlines Calendar <u>Website</u> for your course section. The deadlines may defer from course to course.

- Students with disabilities are encouraged to discuss any accommodation needs with DSPS:
- International Students studying on F-1 visas need to speak to an immigration specialist
 at the International Education Center prior to participating in this applied and servicelearning experience.

Here is an example of a Dates and Deadlines Calendar <u>Website</u> for another class. You can access the website by typing the website address listed on this slide.

On the website designed for your class, you will learn what forms you need to complete, when forms are due, and who you need to submit what forms to. The website will also provide you with names of organizations where you can complete your number of hours for your course. Don't wait until last minute to contact an organization as some organizations might take a couple of weeks to process your application.

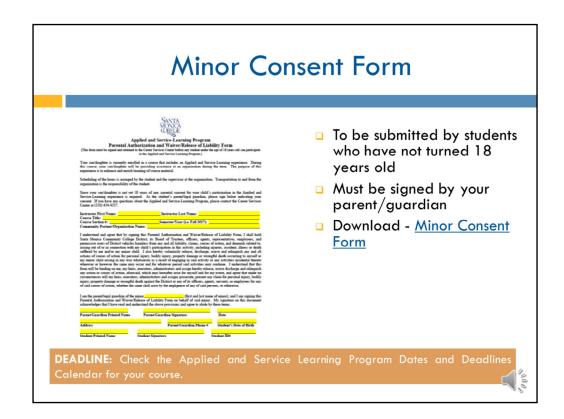
The semester will fly by. So, get started sooner than later.

Applied and Service Learning Forms

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



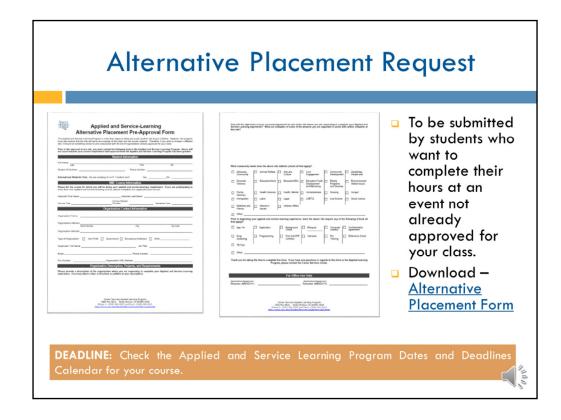
Now that you have been able to view the Applied and Service Learning Program Dates and Deadlines Calendar <u>Website</u> for your class. You probably have some questions on what forms you need to complete, in order to receive credit for your attendance. Let's go over them now.



Those who have not turned 18 years old are required to submit the Minor Consent form to the Career Services Center. This form must be signed by your parent or guardian.

Website Address:

http://www.smc.edu/StudentServices/CareerServicesCenter/Documents/Minor%20Consent%20Form.pdf



For those students who are interested in completing their Applied and Service Learning requirement at a placement site, not already approved for their class, this is the form you need to complete. Again, this form is optional. Not everyone will need to complete this form. If you will be completing your hours at an approved organization for your class, you don't need to submit this form.

This form is usually due the first or second week of the term. Check the Applied and Service Learning Program Dates and Deadlines calendar for your course to see when this form is due and where to submit this form.

Note not all forms are approved. We need to ensure that the organization you request to complete hours at meets the requirements

of the Applied and Service Learning Program

as well as serves the purpose of a student's class and course material.

Reasons why forms are denied:

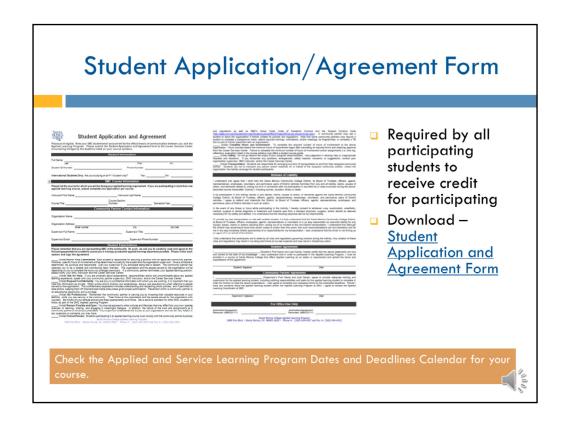
- You listed an organization but didn't actually reach out to the supervisor to see if it is possible for you to complete hours with them
- There are any safety and liability issues
- · What you will be assisting with does not connect with the learning outcomes of your course
- No supervision and/or training
- Promotes any religious practices
- Assists, promotes, or deters any union organizing;
- Impairs collective bargaining requirements
- Involves any partisan efforts
- Requires an MOU signed by SMC
- An Incomplete form
- You are getting paid for this experience

So what does this form ask of you:

- Your Student and Course Information
- The Supervisor and Organization Contact Information....Yes, I do contact the organization and supervisor.
- A Description of the Organization, what you will be doing at the organization and how it connects to what you are learning in your course, any requirements for you to be at that organization, etc.

Website Address:

http://www.smc.edu/StudentServices/CareerServicesCenter/Documents/Student%20Alternative%20Placement%20Request%20Form.pdf



Any student who is participating in an applied and service learning experience requiring 10 or more hours must submit the <u>Student Application and Agreement Form</u>...that is if you want me to report your participation to your course instructor.

This form identifies the participating student, instructor, and community partner and requires both the student and supervisor's signatures. The supervisor listed is the individual who will be providing training and supervision at the Applied and Service-Learning Site. The form also includes a set of expectations the Applied and Service Learning Program requires all students to follow while participating in the program at SMC.

It is important to check the Applied and Service Learning Program Dates and Deadlines calendar for your course to see when this form is due and where to submit this form.

There is also some important information that I want to point out.

- Use a new form for each course
- Unfortunately, you cannot double count hours. That means, if you are enrolled in another course that is offering this type of experience or one similar in nature, you are not able to apply the same hours to both classes (double count)
- Make sure your form is complete. Over 100 students participate in an Applied and Service
 Learning experience each semester, so don't forget to fill out your student and course
 information. Please also don't forget to read and initial next to each expectation we have of
 you. Remember you are representing SMC in the community.
- Students will only receive credit for completing hours at organizations approved for their class
- Students can only complete hours at one organization per class

Website Address:

http://www.smc.edu/StudentServices/CareerServicesCenter/Documents/Applied%20Learning%20Student%20Application%20and%20Agreement%20Fill%20In%20Form.pdf

Ti	me Log
 Required by all participating students to receive credit for participating Download – <u>Time Log</u> 	Student Time Log The yeard across by in required of every peptid decrease, before one of a set to assist the state of bytes and monthly confined on of hours completed of the perspect comments. From any other perspect of the perspect of the sequent of the seque
Check the Applied and Service Learning course.	Constitution of Assistation Program State Program Assistation of Program Program Dates and Deadlines Calendar for your

The Time Log is used to assist students in tracking hours completed at their approved organization. It is the student's responsibility to record, monitor, and complete the minimum number of required hours, as determined by the Applied and Service Learning Program, the instructor of the course and the community

The Time Log must be completed and signed by the student and site supervisor.

Again, it is important to check the Applied and Service Learning Program Dates and Deadlines calendar for your course to see when this form is due and where to submit this form

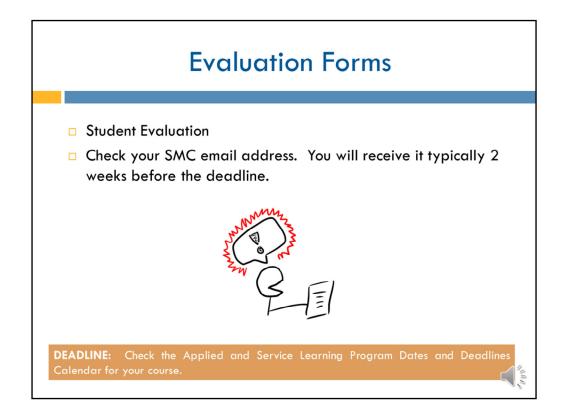
There is some important information that I want to point out.

- Use a new form for each course and no double counting hours
- Make sure your form is complete. Over 100 students participate in an Applied and Service Learning experience each semester, so don't forget to fill out your student and course information as well as list what tasks you completed on which day and time.
- There is no need to list any personal names or information considered private under specific duties/responsibilities. I do not want you breach your organization's confidentiality/privacy policy. You can provide a general description of what you completed.
 Any responsibilities performed must be associated with the curriculum/learning outcomes of your course.
 And again, students will only receive credit for completing hours at organizations approved for their class

- Your instructor will also receive regular updates including where you are completing your hours and how many hours you completed by the assigned deadline for your course.

Website Address:

http://www.smc.edu/StudentServices/CareerServicesCenter/Documents/Service%20Learning%20Student%2 OHours%20Log%20Form.pdf



The final form, the Evaluation form, allows students the opportunity to share their thoughts about their Applied and Service Learning experience. It is also used by the college to assess the program.

Student evaluations will only be emailed to SMC student email addresses. Check the Applied and Service Learning Program Dates and Deadlines calendar <u>Website</u> for your course to see when this form is due and how to submit this form.

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 <u>website</u> for your class
- Review the list of approved organizations for your class. They
 can also be found on the Applied and Service Learning
 Program Dates and Deadlines calendar <u>website</u> for your class.
- Identify what organizations fit your schedule and qualifications.

So, now you have learned a little bit about the Applied and Service-Learning Program and some of the benefits of participating in such a program. You also reviewed the Applied and Service Learning Program Dates and Deadlines calendar for your course and learned about the Applied and Service Learning forms.

Now, let's put it together, so you can receive credit for your participation.

- 1. Be accepted into the Law Pathway Program
 2. Successfully complete BUS 5 or POL SC 24 with a C or higher
 3. 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
 4. 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
 5. Review the list of approved organizations for your class. They can also be found on the Applied and Service Learning Program
- ☐ 6. Identify what organizations fit your schedule and qualifications.

only complete hours at one organization.

Dates and Deadlines calendar website for your class. Students can

Getting Credit for Your Participation

- Contact an approved organization.
- Match with an organization and complete the <u>Student</u> <u>Application and Agreement Form.</u>
- Submit your <u>Student Application and Agreement Form</u> 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 <u>Student</u> <u>Application and Agreement Form</u>
- Attend any orientations/trainings for your assigned organization.



- 7. Contact an approved organization. Identify yourself as an SMC student. Let them know what class you are taking and that you looking to gain some experience related to your class. If contacting an organization becomes too challenging, try another organization or contact me for help. Don't wait until the deadline to reach out to an organization. Some sites require 3 to 4 weeks just to process your application. Some sites also require that you complete additional requirements (i.e. interview, immunizations, background checks, training, etc.). It is also a good idea when first meeting with an organization to bring your Student Application and Agreement Form and your course syllabus to share.
- 8. Match with an organization and complete the Student Application and Agreement Form. If it is a good match for you and the community partner, the next step is to discuss your schedule, your first day on site and any or all expectations. Remember you and your supervisor must sign off on the Student Application and Agreement Form
- 9. Submit your <u>Student Application and Agreement Form</u> by the deadline assigned to your course
- 10. 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
- ☐ 11. Attend any orientations/trainings for your assigned organization.

Getting Credit for Your Participation

- Document your time on your <u>Time Log</u> 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.



- 12. Document your time on your <u>Time Log</u> and follow through on your commitment. Again, you will only receive credit for tasks associated with your curriculum. For example, if your curriculum focuses on teaching math to elementary aged children and you are working on designing a website for the organization or are tutoring high school students English Literature, you will not receive credit for any hours associated with these tasks.
- 13. End your Applied and Service-Learning Experience and submit your Time Log and Student Evaluation by the deadline assigned to your course. Students who want to continue as volunteers should speak to their site supervisor for more information. Students studying on an F1 student visa must receive approval from the International Education Center (IEC) before agreeing to volunteer beyond the term of your course

Course Assignments

- Activity that connects and reinforces your classroom experience with your applied-learning experience
- Platform for you to think critically about your experiences, thoughts, and feelings
- Variety of ways to reflect





While participating in this experience, your instructor may also ask that you complete assignments about your experience. This is an opportunity to connect and reinforce the knowledge you have gained in the classroom with your on-site organization; to think critically about your experiences, thoughts and feelings.

There are a variety of ways to reflect (i.e. journals, essays, presentations) and your professor can help guide you through these exercises.



Before I provide you with the list of approved organizations for your course, I want to offer you some tips on how to select and contact an organization as well as tips on how to get the most of your experience once you are at your organization:

- **1. Do Your Research** Look for an organization that works with issues that you might feel strongly about and that will allow you to meet the objectives of your course
- **2.** Consider the Skills You Have to Offer Some placements are looking for people who have the skills you are able to provide.
- **3. Step Out of Your Comfort Zone and Try to Learn Something New** Perhaps you want to learn a new skill or gain exposure in a new area
- **4. Know that All Organizations Have a Selection Criteria** It is just as important for you to feel a match with the organization as they with you.

How Do You Establish Communication with a Community Partner?

Phone Call Template:

Good Morning. My name is Michelle Lewis and I am a Santa Monica College student. I learned about your organization from my school and I am interested in doing some service hours at your organization. I am calling to see if you have any opportunities available and if so, how would I proceed with your organization's application process.

Voicemail Template:

Good Afternoon. My name is Michelle Lewis and I am a Santa Monica College student. I learned about your organization from my school and I am interested in doing some service hours at your organization. I am calling to see if you have any opportunities available and if so, how would I proceed with your organization's application process. My phone number is (310) 000-0000. I look forward to speaking with you and learning more about your organization.

Making a first impression on an organization is important. Here is an example of how to reach out to an organization by phone as well as email.

For a phone conversation:

 If you are calling the organization. Introduce yourself and ask for the contact person listed on the approved list of organizations or for the volunteer coordinator.

Here is a phone call template

Good Morning. My name is Michelle Lewis and I am a Santa Monica College student. I learned about your organization from my school and I am interested in doing some service hours at your organization. I am calling to see if you have any opportunities available and if so, how would I proceed with your organization's application process.

To leave a voicemail

Here is a voicemail template

Good Afternoon. My name is Michelle Lewis and I am a Santa Monica College student. I learned about your organization from my school and I am interested in doing some service hours at your organization. I am calling to see if you have any opportunities available and if so, how would I proceed with your organization's application process. My phone number is (310) 000-0000. I look forward to speaking with you and learning more about your organization.

How Do You Establish Communication with a Community Partner?

Email Template:

Good Morning,

My name is Michelle Lewis and I am a Santa Monica College student. I learned about your organization from my school and I am interested in doing some service hours at your organization. I am emailing to see if you have any opportunities available and if so, how would I proceed with your organization's application process. My phone number is (310) 000-0000. I look forward to speaking with you and learning more about your organization.

Respectfully,
Michelle Lewis

To send an email

Here is an email template

Good Morning,

My name is Michelle Lewis and I am a Santa Monica College student. I learned about your organization from my school and I am interested in doing some service hours at your organization. I am emailing to see if you have any opportunities available and if so, how would I proceed with your organization's application process. My phone number is (310) 000-0000. I look forward to speaking with you and learning more about your organization.

Respectfully, Michelle Lewis

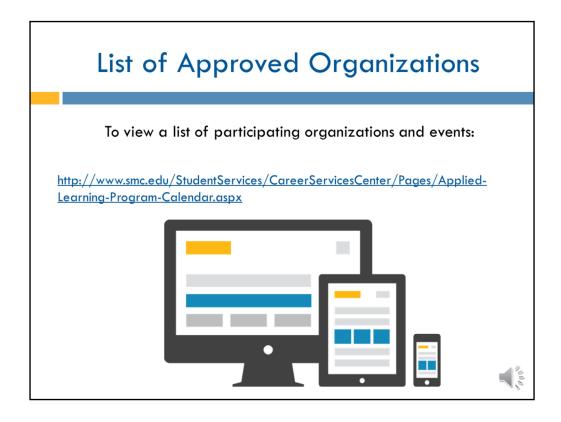
There is some important information that I want to point out.

- It is best to speak with the contacts listed on your approved list of organizations because they are most familiar with the partnership with the Santa Monica College Applied and Service Learning Program
- Call or email the contact person during the organization's normal business hours. Again, it is important to be professional and patient. Understand that it may take the contact person a couple of days to return your call/email. You may also follow-up with the contact person via email.
- Again, if contacting an organization becomes too challenging, try another agency or contact me for help. I
 am available to help answer your questions and provide guidance.



Once you are at your assigned organization, here are some tips that can help you get the most of your experience.

- **1. Try to Learn as Much as you Can** Ask questions. Know the mission and purpose of the organization.
- **2.** Be Proactive. Don't wait for Opportunities Introduce yourself to people who are employed at the organization, other volunteers, the people who are benefiting from your efforts. Interact with them regularly. Ask what else you can do to help. Avoid "sitting in the corner" and looking at your phone.
- **3.** Bring Your Heart and Enthusiastic Spirit When you're enthusiastic, your energy will be contagious and will spread to others. Enjoy the experience. What you'll get back will be immeasurable.
- **4.** Ask if there are opportunities to share your ideas and feedback Change isn't easy. Some of the people you interact with may not have had the same experiences as you. Also, keep in mind that your placement is temporary, and your understanding of the organization, its reality and context, is limited.
- **5. Keep an Open Mind and be Flexible** There is always an opportunity to learn. Don't have your heart set on doing one particular job. Your willingness to get involved might open doors to new experiences.



Now, for the list of approved organizations for your class. You've guessed it.

You can access it on the Applied and Service Learning Dates and Deadlines Calendar for your specific class.

 $\frac{http://www.smc.edu/StudentServices/CareerServicesCenter/Pages/Applied-Learning-Program-Calendar.aspx}{Program-Calendar.aspx}$

Completion Quiz

Make sure to complete this quiz so we know you have watched the Applied and Service Learning Orientation Video for One Day Events. Both you and the program will receive an email confirmation of completion.

http://sgiz.mobi/s3/02474e5a14e9





Make sure to complete this quiz so we know you have watched the Applied and Service Learning Orientation Video. Both you and the program will receive an email confirmation of completion.

http://sgiz.mobi/s3/02474 e5a14e9

Questions?

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

If you have any questions about the Applied and Service Learning Program, how to receive credit for participating, deadlines, etc., please feel free to reach out to me. Here is my contact information again.