

2/7/2020



Santa Monica College Applied and Service Learning Orientation

Applied and Service Learning Orientation

□ Contact Information:



Joan Kang, M.Ed.
Senior Career Services Advisor
SMC Career Services Center
Student Services Bldg., 2nd Floor
(310) 434-3962
kang_joan@smc.edu

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



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.

How Do You Get Started?

How Do You Get Started?

Week 1	<input type="checkbox"/> Be enrolled in a course offering an applied/service learning component <input type="checkbox"/> Attend an Applied and Service Learning Student Orientation
Weeks 1, 2 and 3	<input type="checkbox"/> Reach out to a community partner provided by your instructor
Week 2 (Due: Wednesday, February 20 by 4:00 pm)	<input type="checkbox"/> Alternative Placement Request Form (For those students who want to complete their hours at an organizations not listed on the pre-approval list) Must be a tax exempt organization 501(c)(3)/non-paid position
Week 4 (Due: Tuesday, March 5 by 4:00 p.m.)	<input type="checkbox"/> Submit the Student Application/Agreement form to the Career Services Center (CSC) <input type="checkbox"/> Complete any necessary paperwork and requirements by the community partner
Week 5	<input type="checkbox"/> Attend a Community Partner Orientation/Training <input type="checkbox"/> Start your Applied/Service Learning Experience <input type="checkbox"/> Track your Hours (Time Log)

Check the website below for the Applied and Service Learning Dates and Deadlines Calendar for your specific class

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


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 [Website](#) 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 service-learning experience.

Here is an example of a Dates and Deadlines Calendar [Website](#) 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 [Website](#) 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.

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.)

You (or/daughter) is currently enrolled in a course that includes an Applied and Service-Learning experience. During this course, your (or/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 you (or/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) 424-4237.

Instructor First Name: _____ Instructor Last Name: _____
 Course Title: _____ 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 persons under its control (whenever applicable) 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, accidents, illness or death suffered by me and/or my spouse/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 spouse/child arising on any way whatsoever as a result of engaging in said activity or any activities incidental thereto, whenever 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 assigns hereby release, waive discharge and relinquish any action or causes of action, attorney's, afterward, 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.

<small>Parent/Guardian Printed Name</small> _____	<small>Parent/Guardian Signature</small> _____	<small>Date</small> _____
<small>Address</small> _____	<small>Parent/Guardian Phone #</small> _____	<small>Student's Date of Birth</small> _____
<small>Student Printed Name</small> _____	<small>Student Signature</small> _____	<small>Student ID#</small> _____

- ❑ 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.



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>

Alternative Placement Request

Applied and Service-Learning Alternative Placement Pre-Approval Form

This request and Service-Learning Program must be completed by the student and supervisor. Student Information: This form must be completed by the student and supervisor. It is not to be completed by the organization. The student must complete this form and submit it to the Applied and Service-Learning Program. Supervisor Information: This form must be completed by the supervisor and submitted to the Applied and Service-Learning Program. Please fill out the information and submit the form to the Applied and Service-Learning Program.

Student Information

Student ID Number: _____ Name: _____
 Student Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone Number: _____
 Email: _____

Supervisor Information

Supervisor Name: _____
 Title: _____
 Organization: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone Number: _____
 Email: _____

Organization Information

Organization Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone Number: _____
 Email: _____

Supervisor Information

Supervisor Name: _____
 Title: _____
 Organization: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone Number: _____
 Email: _____

For Office Use Only

Received: _____
 Approved: _____

What categories best describe the above site address (check all that apply)?

<input type="checkbox"/> Community Center	<input type="checkbox"/> Animal Shelter	<input type="checkbox"/> Job and Career Center	<input type="checkbox"/> Day Camp	<input type="checkbox"/> Domestic Violence	<input type="checkbox"/> Detention Facility
<input type="checkbox"/> Disability Services	<input type="checkbox"/> Educational/Adult	<input type="checkbox"/> Educational-ELC	<input type="checkbox"/> Educational/Post-Secondary/Continuing Education	<input type="checkbox"/> Elderly, Disabled, and Seniors	<input type="checkbox"/> Environmental Site/Work
<input type="checkbox"/> Family Services	<input type="checkbox"/> Health Services	<input type="checkbox"/> Health Services	<input type="checkbox"/> Homeless and Shelter	<input type="checkbox"/> Hunger	<input type="checkbox"/> Other
<input type="checkbox"/> Immigration	<input type="checkbox"/> Labor	<input type="checkbox"/> Legal	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> LGBTQ	<input type="checkbox"/> Law Firm
<input type="checkbox"/> Restaurant and Food	<input type="checkbox"/> Retail	<input type="checkbox"/> Retail	<input type="checkbox"/> Retail	<input type="checkbox"/> Retail	<input type="checkbox"/> Retail

How to begin your applied and service-learning experience, does the above site require any of the following if check if that apply?

<input type="checkbox"/> Age 18	<input type="checkbox"/> Application	<input type="checkbox"/> Background Check	<input type="checkbox"/> Interview	<input type="checkbox"/> Orientation	<input type="checkbox"/> Supervision
<input type="checkbox"/> Drug Screening	<input type="checkbox"/> Fingerprinting	<input type="checkbox"/> First Aid/CPR/CERT	<input type="checkbox"/> Interview	<input type="checkbox"/> Training	<input type="checkbox"/> Reference Check
<input type="checkbox"/> TB Test	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other

Thank you for taking the time to complete this form. If you have any questions or requests to this form or the Applied Learning Program please contact the Career Services Center.

For Office Use Only

Received: _____
 Approved: _____

- ❑ 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.

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>

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 entering hours for one course, please use the form. For dual enrollment, please use the form. If you are participating in more than one applied learning course, please complete one application per course. Please submit all Time Logs to the Career Services Center. Consulting through the calendar 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 _____ MI _____
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 courses 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 _____

DATE (MM/DD/YYYY)	Time Begin	Time End	Total Clock Hours	Specific Dates/Responsibilities Performed (What did you do on this day?)

Career Services Center Applied Learning Program
1000 Pop Street, Santa Monica, CA 90401-2000
Phone: (310) 434-1221 and (310) 434-1222
<http://www.smc.edu/StudentServices/CareerServicesCenter>

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

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 partner.

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%20Hours%20Log%20Form.pdf>

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.



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 [Website](#) 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 [website](#) 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 [website](#) 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 Dates and Deadlines calendar [website](#) for your class. Students can only complete hours at one organization.
- ❑ 6. 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.



- ❑ 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 [Student Application and Agreement Form](#) 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 [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.



- 12. Document your time on your [Time Log](#) 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.

Tips: How to Select an Organization



- Do your research
- Consider the skills you have to offer
- Step out of your comfort zone and try to learn something new
- Know that all organizations have a selection criteria



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.

Tips: How to Get the Most of Your Experience

- Try to learn as much as you can
- Be proactive. Don't wait for opportunities
- Bring your heart and enthusiastic spirit
- Ask if there are opportunities to share your ideas and feedback
- Keep an open mind and be flexible





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.

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>



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.

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

QUIZ!



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/s3/02474e5a14e9>

Questions?

□ Contact Information:



Joan Kang, M.Ed.

Senior Career Services Advisor
SMC Career Services Center
Student Services Bldg., 2nd Floor
(310) 434-3962

kang_joan@smc.edu

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.