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Howard Community College

# SERVICE LEARNING STUDENT HANDBOOK

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THE Center FOR  
Service Learning  
HOWARD COMMUNITY COLLEGE



# Service Learning Fair



MAKE A DIFFERENCE

DO SOMETHING

VOLUNTEER

CHANGE THE WORLD

MAKE A DIFFERENCE

VOLUNTEER

DO SOMETHING

VOLUNTEER

WEDNESDAY, SEPTEMBER 14 10:30 AM - 1:30 PM IN THE GALLERIA

# Service Learning Student Handbook

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## Service Learning at Howard Community College

### **What is Service Learning?**

Service Learning combines service to the community with student learning in a way that improves both the student and the community. According to the National and Community Service Trust Act of 1993:

Service Learning:

- Is a method whereby students learn and develop through active participation in thoughtfully organized service that is conducted in and meets the needs of communities
- Is coordinated with an elementary school, secondary school, institution of higher education, or community service program and the community
- Helps foster civic responsibility
- Is integrated into and enhances the academic curriculum of the students, or the education components of the community service program in which the participants are enrolled
- And provides structured time for students or participants to reflect on the service experience.

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### **What does Service Learning look like?**

In colleges and schools, service learning is part of the academic curriculum. In community organizations, youth develop practical skills, self-esteem, and a sense of civic responsibility. Examples of service-learning projects include: preserving native plants, designing neighborhood playgrounds, teaching younger children to read, testing the local water quality, creating wheelchair ramps, preparing food for the homeless, developing urban community gardens, starting school recycling programs, and much more.

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### **Why is Service Learning important?**

A national study of Learn and Serve America programs suggests that effective service learning programs improve academic grades, increase attendance in school, and develop personal and social responsibility. Whether the goal is academic improvement, personal development, or both, students learn critical thinking, communication, teamwork, civic responsibility, mathematical reasoning, problem solving, public speaking, vocational skills, computer skills, scientific method, research skills, and analysis.

## Howard Community College Service Learning Prohibited Activities

### **I. Service Learning students may not:**

- A. Engage in any activity that may influence legislation
- B. Organize or engage in protests, petitions, boycotts or strikes
- C. Assist, promote, or deter union organizing
- D. Impair existing contracts for services or collective bargaining agreements
- E. Engage in partisan political activities or other activities designed to influence the outcome of an election to any public office
- F. Participate in, or endorse, events or activities which are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- G. Engage in religious instruction; conduct worship services; provide instruction as part of a program that includes mandatory religious instruction or worship; construct or operate facilities devoted to religious instruction or worship; maintain facilities primarily or inherently devoted to religious instruction or worship; or engage in any form of religious proselytization.

### **II. Fund Raising**

- A. A Service Learning student's service activities may not include organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar activities designed for the sole purpose of raising capital or obtaining contributions for the organization.

*Students may engage in any and all of these activities on their own time.*



## 8 Steps to Service Learning at Howard Community College

### 1. FIND THE RESOURCES THAT YOU NEED

Student Handbook, Agency Directory & Forms

Go to the **HCC homepage**

- Scroll over the word **Academics** (found on the left hand side of the page)
- Click on **Service Learning** (found in the drop down menu)
- Click on **Student Resources** (found on the left hand side of the page)

OR enter this direct link...

<http://www.howardcc.edu/students/centerforservicelearning/forms.html>

### 2. READ THROUGH THE STUDENT HANDBOOK

- NOTE: Rouse students have an additional mentoring version
- Make sure you understand all of the guidelines for Service Learning at HCC

### 3. COMPLETE A SERVICE LEARNING WAIVER

If you are under 18 years of age, your parent/guardian will also need to sign the waiver

### 4. SEARCH THE AGENCY DIRECTORY TO FIND A SITE

- Review the partners and select a potential service site
- Check the service site with the guidelines presented by your instructor to make sure that it fits your class requirements
- You **MUST** select a site from the approved HCC agency directory list
- **Are you going to volunteer at a public school?** If so, fill out a *Criminal History Disclosure* form, have it notarized & return it to the *Center for Service Learning* BEFORE you start volunteering

### 5. CONTACT THE AGENCY OR SCHOOL

- Talk with the Volunteer Coordinator about service opportunities
- Make sure that the volunteer assignment you agree to meets your course requirements

### 6. COMPLETE A PLACEMENT AGREEMENT

- Meet with the Volunteer Coordinator to discuss what you will be doing at the site
- Together, fill out the *Service Learning Placement Agreement* completely
- Turn in the signed *Placement Agreement* to your instructor BEFORE you volunteer
- Your *Placement Agreement* is due to your instructor by \_\_\_\_\_

### 7. VOLUNTEER AND RECORD YOUR HOURS

- Record your service hours on the *Hours Log* and have your site supervisor initial each entry
- You must complete \_\_\_\_ service hours for this course by \_\_\_\_\_

### 8. ASK YOUR SUPERVISOR TO FILL OUT YOUR EVALUATION

After fulfilling your hours, have your site supervisor complete the *Service Learning Student Evaluation* and sign your *Hours Log*



Last Name: \_\_\_\_\_

Course: \_\_\_\_\_

Instructor: \_\_\_\_\_

*Howard Community College Service Learning  
Waiver of Responsibility*

I, \_\_\_\_\_ (participant's name), in connection with my participation in a Service Learning activity at Howard Community College (HCC), understand and voluntarily assume all risks inherent in the nature of this activity. I waive all claims, costs, liabilities, expenses, and judgments against HCC and Howard County government and release HCC and its trustees, officers, agents, representatives, and employees and Howard County government from all claims, costs, liabilities, expenses, and judgments arising out of my participation in the activity. I further agree to abide by all rules and regulations of HCC. I understand that I am responsible for my own transportation to assignments and I assume all risks and liabilities associated with such transport.

*Participant/Media Release*

I, \_\_\_\_\_ (participant's name), authorize the Center for Service Learning to use my name, likeness, and/or voice in a variety of uses for the purpose of publicizing and promoting the program. I further authorize the Center for Service Learning to utilize my name, likeness, and/or voice in radio or television broadcasting, cablecasting, audiovisual and closed circuit exhibition and/or other electronic mechanical distribution of whatever kind throughout the world in perpetuity.

I agree to indemnify and hold harmless HCC and the Center for Service Learning and its licensees, successors, employees and assigns from any liability, loss or expenses arising from any claim or litigation arising from the use of my name, likeness, and/or voice.

I understand that the Center for Service Learning has no obligation to use my name, likeness, and/or voice. I understand that I will receive no monetary compensation for the rights granted herein. I understand that my appearance in any form of media confers no ownership rights on me.

*Accepted and Agreed to:*

I have read both the Waiver of Responsibility and the Participant/Media Release and agree to the terms therein.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGN NAME

\_\_\_\_\_  
DATE

**If participant is under 18 years of age:** My parent or guardian has consented to my execution of this release, as shown by the signatures below.

\_\_\_\_\_  
PARENT/GUARDIAN PRINT NAME

\_\_\_\_\_  
PARENT/GUARDIAN SIGN NAME

\_\_\_\_\_  
DATE

## Step 4

### Search the Agency Directory to Select a Service Site

Using the guidelines provided by your instructor, review the list of community partners (located in the Agency Directory) and select a potential service site that meets your instructor's requirements and looks interesting. Be sure to select a service site that is conveniently located to you and whose listed times of operation fit into your schedule. Please note that if you select a school, you must complete a Criminal History Disclosure Form prior to your service. These forms are located on pages 13-16 of this Hand book.

*\*You must select a site from the approved Howard Community College list.\**

*\*\*Exceptions will be granted to students who live outside of the Howard County area. If you need a site closer to where you live, contact the Center for Service Learning at 443.518.1885 or [servicelearning@howardcc.edu](mailto:servicelearning@howardcc.edu) by **the Friday of the 3rd week of classes**. If you do not contact the Center by this date, you must select a site from the approved Howard Community College list.\*\**

**(See the complete listing in the Agency Directory)**



## Step 5

### Contact the Agency or School: Suggestions & Sample Phone Script for Contacting Service Sites

#### 1. Who should I ask to speak with?

Ask to speak with the person identified as the contact person. If that person is no longer with the agency, ask to speak with the Volunteer Coordinator.

#### 2. When is the best time to call?

Call the contact person during the days and times indicated in the agency directory. If you have to leave a message, leave your full name, why you are calling, your phone number and the best time to reach you (remember to speak slowly). Be persistent. If your call has not been answered within a day or two, call back. You may need to leave several messages.



#### 3. What should I say?

Hi. My name is \_\_\_\_\_, and I am a Service Learning student at Howard Community College. I am enrolled in \_\_\_\_\_ (course name) and as a part of this course I am required to serve \_\_\_ hours of volunteer service by \_\_\_\_\_ (your deadline). I would like to know if you have any volunteer opportunities that would allow me to meet my class requirements and learn more about your agency and its services. (Be sure to highlight skills and experiences that might be relevant to the agency/school.)

#### 4. What questions should I ask?

- When will I be volunteering (date & time)? \_\_\_\_\_
- Where will I be volunteering? (Ask for specific directions.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Where should I park? \_\_\_\_\_
- Who should I report to and where will I find him/her? \_\_\_\_\_
- What will I be doing? \_\_\_\_\_  
\_\_\_\_\_
- What is appropriate dress (casual, business casual, closed-toed shoes, outdoors, etc)? \_\_\_\_\_  
\_\_\_\_\_
- What should I bring with me? \_\_\_\_\_
- Is there anything else that I need to know before arriving? \_\_\_\_\_

## Step 6 — Service Learning Placement Agreement

Submit this form to your **Course Instructor** by \_\_\_\_\_ (due date).

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### STUDENT INFORMATION — Please Print

Student Name: \_\_\_\_\_ Course Name: \_\_\_\_\_

Student Phone: \_\_\_\_\_ Instructor Name: \_\_\_\_\_

Student Email: \_\_\_\_\_ Required Hours: \_\_\_\_\_

#### Student declares and agrees to the following:

1. I will comply with agency policies, standards and regulations and serve in a professional manner with respect for others, especially with regard to confidentiality. I understand that all activities in which I am involved as a service learner, are strictly confidential. I will not release any type of personal information concerning clients (ie. client names, photos of clients, etc.) of the agency listed above, without written authorization from appropriate persons.
2. I will complete the service assignment I have made a commitment to and will be on time or call the agency if I cannot attend due to illness or emergency.
3. I will contact the Center for Service Learning (443-518-1885 or [servicelearning@howardcc.edu](mailto:servicelearning@howardcc.edu)) if I have concerns, difficulties and/or feedback regarding this agency or placement.
4. I have signed the Waiver of Responsibility.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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### AGENCY INFORMATION — Please Print

Name of Agency: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_

Describe the student responsibilities at the agency: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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### INSTRUCTORS —

Your signature below indicates that you approve the service activity the student has agreed to complete.

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use:

All Sections Completed:    Yes    No

Date: \_\_\_\_\_



## Step 8 — Service Learning Assessment

**Students:** Please have your agency/site supervisor complete the chart below. Submit this form with your Hours Log to your instructor.

**Agencies:** Please assess the student's service learning performance by completing the chart below.

Student's Performance Rating	Excellent	Good	Satisfactory	Unsatisfactory
Quality of Service				
Willingness to work & follow instructions				
Cooperative attitude				
Ability to work with others				
Ability to take initiative				
Acceptance of supervision				
Appropriate attire				
Dependability				
Punctuality (Did student call if late?)				
Attendance (Did student call if absent?)				
Supported agency's mission and goals				
Overall, you would rate this student as...				

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Supervisor: \_\_\_\_\_ Agency: \_\_\_\_\_

I certify that the chart above is an accurate assessment of the student's service learning performance.

Supervisor's Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

**PLEASE NOTE**  
**ONLY STUDENTS VOLUNTEERING AT A HOWARD COUNTY PUBLIC SCHOOL or HEAD START**  
**NEED TO FILL OUT THIS FORM.**



**CRIMINAL HISTORY DISCLOSURE STATEMENT,  
 AUTHORIZATION AND RELEASE**

Student: \_\_\_\_\_ Student ID No. \_\_\_\_\_

Date: \_\_\_\_\_

**Please read carefully.**

As a prerequisite to the placement of students in service learning experiences in the public school system, the Code of Maryland Regulations requires students to complete the following Criminal History Disclosure Statement. Students are also required to update the information contained in this Disclosure Statement based on any changes in, or additions to, their criminal history until the time they graduate or otherwise cease their enrollment at Howard Community College.

\*\*\*\*\*

Have you ever been convicted of, pled guilty or nolo contendere with respect to, or received probation before judgment with respect to, a crime against children, in Maryland or any other jurisdiction? As defined in Section 3-601 and 3-602 of the Criminal Law Article of the Annotated Code of Maryland, a crime against children includes child abuse and sexual abuse of a child (see attached). **YOU NEED NOT PROVIDE ANY INFORMATION CONCERNING CRIMINAL CHARGES AGAINST YOU THAT HAVE BEEN EXPUNGED.**

\_\_\_\_\_ No                      \_\_\_\_\_ Yes

Have you ever been convicted of, pled guilty or nolo contendere with respect to, or received probation before judgment with respect to, a crime of violence? Crimes of violence are defined in Section 14-101 of the Criminal Law Article of the Annotated Code of Maryland (see attached). **YOU NEED NOT PROVIDE ANY INFORMATION CONCERNING CRIMINAL CHARGES AGAINST YOU THAT HAVE BEEN EXPUNGED.**

\_\_\_\_\_ No                      \_\_\_\_\_ Yes

If your answer to either of the preceding questions is yes, please explain fully on the back of this page, specifying the nature and date of the offense(s), the name and location of the court(s) and the disposition(s), or outcome(s), including the sentences(s) imposed, if any.

I hereby declare and affirm under penalties of perjury that the contents of the foregoing Disclosure Statement are true and correct and complete to the best of my knowledge, information and belief. I understand that I am obligated, and that I hereby agree, to update the information contained in the Disclosure Statement based on any changes in or additions to my criminal history until such time that I graduate or otherwise cease my enrollment at Howard Community College. I also understand that the failure fully and accurately to complete and update the Disclosure Statement could result in action being taken against me, including removal from a field placement and/or dismissal from Howard Community College.

I hereby authorize Howard Community College and their agents, employees and representatives to investigate, utilize and disseminate the Disclosure Statement, and any information contained therein or derived therefrom, for any and all purposes associated with my field placement and with inquiries regarding my licensure or certification, and my employment, as a certified education professional in the State of Maryland or any other jurisdiction.

I hereby release, discharge and exonerate Howard Community College and their agent, employees and representatives from any and all liability, loss, claims and/or damages of every nature and kind arising out of, or in any way related to, the Disclosure Statement, the information contained therein or derived therefrom and the investigation, dissemination or use thereof.

Students completing their service learning at a Howard County public school must complete the Criminal Disclosure form and have it notarized. You may go to the HCC Welcome Center in the Rouse Company Foundation Hall to have this document notarized. This is a free service and requires you to show your current HCC ID. This is a legal document. Any falsification of the information on this document can result in suspension from all field experiences and would constitute a violation of the Code of Conduct.

\_\_\_\_\_  
Signature of Student  
(Do not sign until instructed by Notary)

\_\_\_\_\_  
Signature of Parent or Legal Guardian  
if Student is under age 18

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Printed Name of Parent

Local Address: \_\_\_\_\_  
\_\_\_\_\_

Local Phone Number: \_\_\_\_\_

(Do not write below this line. To be completed by Notary)

\*\*\*\*\*

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_

\_\_\_\_\_  
Notary Public

**KEEP THE FOLLOWING PAGES FOR YOUR RECORDS**

**§ 3-601. Child abuse.**

(a) *Definitions.* –

- (1) In this section the following words have the meanings indicated.
- (2) “Abuse” means physical injury sustained by a minor as a result of cruel or inhumane treatment or as a result of a malicious act under circumstances that indicate that the minor’s health or welfare is harmed or threatened by the treatment or act.
- (3) “Family member” means a relative of a minor by blood, adoption, or marriage.
- (4) “Household member” means a person who lives with or is a regular presence in a home of a minor at the time of the alleged abuse.
- (5) “Severe physical injury” means:
  - (i) brain injury or bleeding within the skull;
  - (ii) starvation; or
  - (iii) physical injury that:
    1. creates a substantial risk of death; or
    2. causes permanent or protracted serious:
      - A. disfigurement;
      - B. loss of the function of any bodily member or organ; or
      - C. impairment of the function of any bodily member or organ.

(b) *First-degree child abuse.* –

- (1) A parent or other person who has permanent or temporary care or custody or responsibility for the supervision of a minor may not cause abuse to the minor that:
  - (i) results in the death of the minor; or
  - (ii) causes severe physical injury to the minor
- (2) Except as provided in subsection (c) of this section, a person who violates paragraph (1) of this subsection is guilty of the felony of child abuse in the first degree and on conviction is subject to:
  - (i) imprisonment not exceeding 25 years; or
  - (ii) if the violation results in the death of the victim, imprisonment not exceeding 30 years.

(c) *Repeated offense.* – A person who violates this section after being convicted of a previous violation of this section is guilty of a felony and on conviction is subject to:

- (1) imprisonment not exceeding 25 years; or
- (2) if the violation results in the death of the victim, imprisonment not exceeding 30 years.

(d) *Second-degree child abuse.* –

- (1) (i) A parent or other person who has permanent or temporary care or custody or responsibility for the supervision of a minor may not cause abuse to the minor.
  - (ii) A household member or family member may not cause abuse to a minor.
- (2) Except as provided in subsection (c) of this section, a person who violates paragraph (1) of this subsection is guilty of the felony of child abuse in the second degree and on conviction is subject to imprisonment not exceeding 15 years.

(e) *Sentencing.* – A sentence imposed under this section may be separate from and consecutive to or concurrent with a sentence for any crime based on the act establishing the violation of this section. (An. Code 1957, art. 27, § 35C(a)(1), (2), (4)-(6), (b); 2002, ch. 26, § 2; ch. 273, § 2; 2003, ch. 167.)

**§ 3-602. Sexual abuse of a minor.**

(a) *Definitions.* –

- (1) In this section the following words have the meanings indicated.
- (2) “Family member” has the meaning stated in § 3-601 of this subtitle.
- (3) “Household member” has the meaning stated in § 3-601 of this subtitle.
- (4) (i) “Sexual abuse” means an act that involves sexual molestation or exploitation of a minor, whether physical injuries are sustained or not.
  - (ii) “Sexual abuse” includes:
    1. incest;
    2. rape;
    3. sexual offense in any degree;
    4. sodomy; and
    5. unnatural or perverted sexual practices.

(b) *Prohibited.* –

- (1) A parent or other person who has permanent or temporary care or custody or responsibility for the supervision of a minor may not cause sexual abuse to the minor.
- (2) A household member or family member may not cause sexual abuse to a minor.

(c) *Penalty.* – A person who violates this section is guilty of a felony and on conviction is subject to imprisonment not exceeding 25 years.

(d) *Sentencing.* – A sentence imposed under this section may be separate from and consecutive to or concurrent with a sentence for:

- (1) any crime based on the act establishing the violation of this section; or
- (2) a violation of § 3-601 of this subtitle involving an act of abuse separate from sexual abuse under this section. (2002, ch. 273, § 2; 2003, ch. 167.)

**§ 14-101. Mandatory sentences for crimes of violence.**

(a) *“Crime of violence” defined.* - In this section, “crime of violence” means:

- (1) abduction;
- (2) arson in the first degree;
- (3) kidnapping;
- (4) manslaughter, except involuntary manslaughter;
- (5) mayhem;
- (6) maiming, as previously proscribed under former Article 27, §§ 385 and 386 of the Code;
- (7) murder;
- (8) rape;
- (9) robbery under § 3-402 or § 3-403 of this article;
- (10) carjacking;
- (11) armed carjacking;
- (12) sexual offense in the first degree;
- (13) sexual offense in the second degree;
- (14) use of a handgun in the commission of a felony or other crime of violence;
- (15) an attempt to commit any of the crimes described in items (1) through (14) of this subsection;
- (16) assault in the first degree;
- (17) assault with intent to murder;
- (18) assault with intent to rape;
- (19) assault with intent to rob;
- (20) assault with intent to commit a sexual offense in the first degree; and
- (21) assault with intent to commit a sexual offense in the second degree.

## Incorporating Service Learning on a Resume

When creating or updating a resume, your service learning experience can be just as important as work experience and education. Service Learning involves both work and education, therefore providing a unique experience. Students may list their service learning experience as Campus & Community Involvement, Volunteer Experience or Professional Experience.

Here are a few suggestions of how to list your service learning experience on a resume:

1. 

<b>STUDENT NAME</b> Address Phone ▪ Email
Objective:
Campus & Community Involvement: Math Tutor Howard Learning Center, Columbia, MD (Fall 2007)
2. 

<b>STUDENT NAME</b> Address Phone ▪ Email
<b>OBJECTIVE</b>
<b>VOLUNTEER EXPERIENCE</b> Athelas Institute, Columbia, MD Fall 2005 Health Promotion Educator
3. 

<b>STUDENT NAME</b> Address Phone ▪ Email
<b>OBJECTIVE</b>
<b>PROFESSIONAL EXPERIENCE</b> Mentor, Columbia Teen Center, Columbia, MD, Fall 2005 Tutored and mentored teens ages 13-17 in math and science Organized and lead health promotion activities for program participants Assisted teen center director with special events

*Please visit RCF 302 or call (410)772-4840 Counseling and Career Services for additional information and assistance with your resume.*

*Resources: <http://www.millikin.edu/ceec/resume/default.asp>, <http://www.wheatonma.edu/filene/resumes>*