

Be the change...

a faculty guide to service-learning

"Service-learning means a method under which students learn and develop through thoughtfully-organized service that: is conducted in and meets the needs of a community and is coordinated with an institution of higher education, and with the community; helps foster civic responsibility; is integrated into and enhances the academic curriculum of the students enrolled; and includes structured time for students to reflect on the service experience." (American Association for Higher Education)

What is the Student Life Service-Learning Center?

The Student Life Service-Learning Center is designed to be a campus resource offering a number of options for both student and faculty participation in service-learning. Our mission is to promote, advise, and support the inclusion of service-learning as a teaching and learning tool at Oklahoma City Community College.

What are students' responsibilities?

In general, students complete their service-learning activities just as they would complete any other assignment. Students are responsible for arranging service with designated partner agency, providing faculty with proof of service, completing reflection assignment for credit as outlined by faculty, and completing the student service-learning evaluation.

As a faculty member, what are my responsibilities?

The Service-Learning Center's programs are designed to be flexible and allow faculty to choose which elements and to what degree service-learning is appropriate for individual courses. Faculty members are responsible for: choosing appropriate academically based service-learning opportunities for students; choosing approved agencies or suggesting new agencies for approval; providing students with opportunities for reflection; giving credit for learning associated with service; distributing appropriate materials to students; and completing brief reports to the Service-Learning Center.

What are the Service-Learning Center's responsibilities?

The Student Life Service-Learning Center acts as the chief campus contact for students, faculty, and interested community partners. We assist with syllabus and learning outcome development. The Service-Learning Center's responsibilities include: providing appropriate forms and paperwork for service-learning; designating partner agencies that match learning objectives; serving as liaison to partner agencies; and maintaining institutional records on service-learning activities.

About Service-Learning Partner Agencies

We have partnered with local nonprofit agencies to offer meaningful service-learning experiences for our students. We use the term "Partner Agency" because we work with the volunteer sites and administrators to meet mutually beneficial needs.

About Liability and Conduct

Service-learning can be included as either an optional or required component of almost any course. All students participating in Service-learning at Oklahoma City Community College are required to sign liability release forms before service can take place. Additionally, volunteers and faculty are protected by various state and federal laws. Students are also subject to the OCCC Student Conduct Code while participating in service-learning programs.



integrating Service-Learning into courses

Step 1: Complete the Course Development Worksheet and Faculty Interest Form

Review your course's learning objectives and needs to design a successful service-learning experience for your students. Schedule a meeting with the service-learning coordinator if you would like more information on course development or have additional questions about service-learning.

Step 2: Distribute Forms and Information to Students

Students receive copies of the Student Service-Learning Guide (including agency listings), Student Service-Learning Timesheet, and General Release Form.

Step 3: Review Rules & Regulations as well as Rights & Responsibilities

It is extremely important that students clearly understand the expectations of your course, the agency, and the Student Life Service-Learning Center. We STRONGLY recommend reading the Rules & Regulations and Rights & Responsibilities aloud when introducing the service-learning project.

Step 4: Collect Signed Copies of General Release Forms

NOTE: Only students over the age of 18 can sign their own forms. Students 18 and younger (i.e. concurrent enrollment students) must have a parent or guardian sign the release.

Step 5: Return General Release Forms to the Service-Learning Center

Step 6: Allow Students to Complete Service and Related Learning Components

Step 7: Distribute Student Service-Learning Evaluations

Evaluation forms will be sent to you four weeks after the start of the semester.

Step 8: Complete Faculty Service-Learning Evaluation

Step 9: Return Student and Faculty Evaluations to the Service-Learning Center

Please send these forms and a copy of your course syllabus no later than one week after the end of the semester.



OCCC Student Life Service-Learning Center
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Service-Learning Course Development Worksheet

Credit should be given for demonstrated learning, not simply completion of hours. Learning can be assessed via a series of academic assignments that help connect the service experiences with learning objectives.

Define the Learning Objectives

Define the Critical Element

ACTION

What types of service activities would be appropriate for your learning objectives? Describe the service activities through which students will learn and/or apply the course objectives, skills, and/or behaviors. Also, how many service hours will they complete?

PREPARATION

How will your students prepare for the service-learning project (pre-reflection)? Examples of these activities include: research, interviewing, policy examination, papers, etc.

REFLECTION

What reflection techniques or assignments will students be completing to ensure student learning? (readings, written assignments, journals, class discussions, presentations, art projects, etc.)-

Service-Learning Interest Form

Please fill out one form per course. Attach a copy of the course syllabus and/or learning objectives.

Instructor Name: _____

Department: _____

Course: _____

Contact Information (office phone number, e-mail, etc.):

Project Time Frame (dates, length of time, etc.):

How would you like the students to serve? (i.e. as a group, individually, in teams, etc.)

Please identify the core concepts you want students to learn from the service-learning project:

Estimated Number of Students who will be participating: _____

Can we list your course and contact information in our promotional materials? YES NO

Please select three or four community agencies where you would like students to complete service (please see the attached Partner Agency Directory).

If you have any suggested additional community agencies that the Service-Learning Center should contact for your course objectives, please list them here.