

# succeed in Service-Learning COURSES

## Plan Ahead

Treat Service-Learning the same way you would treat any other classroom assignment. Your instructor will give you the deadlines and expectations for your service over the course of the semester. Scheduling and completing the assignment is your responsibility.

## Schedule Your Service Early

We strongly recommend contacting your service agency within the first two weeks of the semester. Use the following script to when you make contact with the agency.

*Hello, my name is \_\_\_\_\_, and I am a Service-Learning student enrolled in (COURSE NAME) taught by (PROFESSOR) at Oklahoma City Community College. I would like set up a time to volunteer with your agency.*

## Keep Track of Your Time

You are responsible for your Service-Learning time sheet. Make sure you have an authorized agency representative signature to verify your service each time you serve.

## Follow the Rules

Familiarize yourself with the Service-Learning Rules and Regulations as well as your Rights and Responsibilities as a Service-Learning student.

## If You Have Questions, Ask!

Feel free to ask questions and learn as much as you can about the service agency and the work they do in our community. Should you have any questions or concerns please contact Katie Treadwell at 405-682-7523 or stop by the Service-Learning Center in the Office of Student Life.

## Consider Additional Service

Making a difference in the community doesn't have to end when your class does. If you enjoy your service-learning experience, consider continuing to serve in your selected agency or another agency. Stop by the Service-Learning Center in the Office of Student Life for a complete list of partner agencies and their needs. You can even participate in the Civic Honors service and leadership award program to be recognized at graduation.

## Put Your Service on your Transcript!

Get a permanent official record of your service and other activities while at O-Triple-C by signing up with START, the Student Activities and Recognition Transcript. Signing up and entering activities, awards, and service is easy. Just go to [www.occc.edu/StudentLife](http://www.occc.edu/StudentLife) and click on START in the left column.



**OCCC Student Life Service-Learning Center**  
Engaging Students, Enhancing Learning, Changing Lives

# *A few things to keep in mind...*

## *your rights as a service-learning volunteer*

- To be assigned to specific, varied and appropriate tasks
- To know as much as possible about agency organization – policy, people, programs, etc.
- To receive training and ongoing supervision of the job expected
- To do meaningful work
- To decline work that does not match your learning objectives
- To be treated as a co-worker
- To be given an opportunity to voice opinions and ideas
- To be given opportunities to explore new areas of interest within the organization
- To be evaluated and to receive feedback from supervisors

## *your responsibilities as a service-learning volunteer*

- To be open and honest with supervisors and sponsoring agency
- To respect confidentiality
- To maintain professionalism: observe dress code, avoid gossip, etc.
- To understand commitments of time and task, and to fulfill them
- To share your learning objectives with people with whom you'll be working
- To seek honest feedback
- To ask questions
- To serve as ambassadors of goodwill for both the project and OCCC
- To participate in evaluation when asked to do so
- To enter into service with enthusiasm and commitment

## *Important Notice to Service-Learning Students*

Students are expected to adhere to the Oklahoma City Community College Student Code of Conduct while completing Service-Learning assignments at community sites and remember that they are representatives of the college.

Students are not permitted to select projects at community sites where they are already employed; nor should they choose sites where they would report to family members or provide service to family members.

OCCC Service-Learning students are not permitted to do independent, unsupervised projects for individuals in their homes. Possible exceptions to this rule would be home visits arranged and supervised by the selected community agency/organization, such as: social services assessment through an agency or hospice visits in a home.

OCCC Service-Learning students are not allowed to plan activities with service recipients beyond the assigned tasks, location, and supervision of the chosen community agency or organization for the duration of the service project.

Service-Learning students may not transport service recipients in their own vehicles. Although discouraged by the OCCC Service-Learning Program, any driving for an agency should be done using agency vehicles, and only after appropriate training and careful attention to and understanding of agency liability limits and your legal responsibilities.

Service-Learning students must observe the confidentiality of the people they meet during the Service-Learning project. While some situations may be covered by legal restrictions, everyone deserves respect. Many Service-Learning students

will be dealing with circumstances which might be awkward, embarrassing, or even dangerous to the individuals involved, if their names were to be used carelessly. Some groups, such as children, have strict protection in this regard.

Papers written in the course of class assignments are not to be published or used outside the campus community, so as not to infringe upon "human subject research" restrictions and guidelines as described/defined/articulated institutionally or federally. To take photographs or videos, students must have written permission by all subjects or their guardians and by the agency.

OCCC Service-Learning students may serve with faith-based community agencies, however students who do not wish to serve with must be given another option for completion of service.