

NORTH·SHORE

COMMUNITY COLLEGE



Service-Learning Student Guide

For more information, please contact:

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What is Service-Learning?

Service-Learning is a teaching and learning method that connects meaningful community service experiences with academic learning, focusing on critical and reflective thinking, and civic responsibility.

Service-Learning enhances what is taught in college by extending students learning beyond the classroom and providing opportunities for students to use their emerging and acquired skills and knowledge to meet real needs in the community.

Cummings Scholarships for Service-Learning Students

The **Cummings Foundation** of Beverly, MA has established a scholarship program to support students who go the extra mile in serving their community through their service-learning project.

- **Students who complete 50 hours of service during the semester may apply for a \$250 scholarship.**

Note: Preference will be given to those who have not previously been awarded the Cummings Foundation Scholarship.

For a scholarship application and any questions, please contact **Cate Kaluzny** at **(978) 739- 5571** or ckaluzny@northshore.edu.

Important CORI Information

Criminal Offender Record Information and Sex Offender Registry Information Checks

In order for a student to be eligible to participate in an academic, community or clinical program that involves potential unsupervised contact with children, the disabled or the elderly, the student may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities. The College is authorized by the Commonwealth's Criminal History Systems Board, pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records. The College shall refer to regulations issued by the Commonwealth's Executive Office of Health and Human Services 101 Code of Massachusetts Regulations 15.00-15.16, as guidance when assessing student CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P. **For more information regarding the College's CORI/SORI check process, please contact Thanh Giddarie.**

✓ **Steps to having Service-Learning Noted on Your Transcripts**

By completing the following steps you will have service-learning noted on your transcripts:

- Students must complete Form 1 (student information and consent form) found on pipeline or on NSCC website or distributed in class. This is found on the NSCC public websites by selecting “service-learning” under academics.
- Students whose whole class is participating in service-learning at one site need not complete form 2. Their faculty member will submit a list of who in their class has successfully completed service-learning by **December 7th**.
- Students who are going to different community partners either through full class or optional service-learning need their community partner to verify they have completed their hours on form 2 and have their faculty member verify they have completed a reflection assignment at the bottom of form 2. This form is found in the back of the student guide and is due by **December 7th**.
- A link will be sent to you to complete the student satisfaction survey, please complete this although it is optional.
- Finally, students must receive a passing grade in the service-learning course to have it noted on their transcript.

It is important that you complete all forms in their entirety

<p>Optional Service-Learning Class</p>	<p>Students will receive community partner guides via blackboard with names and contact information of various organizations. In optional participation classes students are responsible for contacting sites and arranging service individually if they choose to do so.</p> <ul style="list-style-type: none"> • Form 1 is due by Friday, October 12th. • Form 2 is due by December 7th. <ul style="list-style-type: none"> ○ This form requires a signature from the community partner AND professor.
<p>Full Class Participation – Same Community Partner</p>	<p>Students are required to participate in service-learning as a component to the course. All students will complete service-learning with the same community partner.</p> <ul style="list-style-type: none"> • Form 1 is due by Friday, October 12th. • Students in full class participation with the same community partner do not need to complete Form 2 – your Professor will send a class list of students who completed the hours as well as the reflection assignment by December 7th.
<p>Full Class Participation – Different Community Partners</p>	<p>Students will receive community partner guides with names and contact information of various organizations. Students are required to contact an organization and arrange service-learning hours as a component of the course.</p> <ul style="list-style-type: none"> • Form 1 is due by Friday, October 12th. • Form 2 is due by Friday, December 7th. <ul style="list-style-type: none"> ○ This form requires a signature from the community partner AND your professor.

DUE FRIDAY October 12TH 2018

Student Information, Consent, and Release Form

To be read and completed in its entirety by student.

Please write clearly.

Student's Program of Study: _____

First Name: _____ Last Name: _____

ID#/N#: _____ Address: _____

City: _____ State: _____ Zip: _____ Semester: _____

Phone#: _____ Alternate Phone #: _____

NSCC Email: _____ Alternate E-Mail: _____

Are you a full or part-time student? _____

To be completed by student and reviewed by instructor.

Please write clearly.

Instructor: _____ Course Code: _____ CRN#: _____

Course Name: _____ Community Service Agency: _____

Agency Street Address: _____ City: _____ State: _____ Zip: _____

Agency Contact: _____ Contact Phone #: _____

Agency Contact Email Address: _____

Service-learning activities shall include but are not limited to: _____

Dates of Service-Learning Experience: _____

Student Acknowledgements:

_____ I am currently enrolled as a student at North Shore Community College and will be participating in the Service-learning activity described above.

_____ I am at least 18 years old and competent to sign this Agreement and by signing, represent that I understand its terms and conditions.

_____ I am physically and mentally able, with or without accommodation, to participate in this activity and am capable of using any associated equipment.

Please turn form over.



_____ I acknowledge that there may be hazards, dangers, and risks associated with my participation in this activity. I further acknowledge that all risks cannot be prevented

_____ I agree to assume all risks and responsibilities for my participation in this activity on behalf of myself and my family and agree to indemnify, hold harmless and release from liability and waive any legal action against North Shore Community College, its governing board, officers, agents, and employees for any personal injury or property damage suffered by me while participating in this activity or while in transit to or from the premises where the activity is being conducted.

_____ I understand and agree that North Shore Community College does not provide medical services or personnel at the activity site. In the event that personal transportation is used to convey myself or others, it is expressly agreed that North Shore Community College incurs no responsibility or liability for an accident or other damage to vehicles or property or personal injury to drivers or passengers either to or from the site or while at the site.

Student's Signature: _____ **Date:** _____

Parent/Guardian signature if student is under 18 years old: _____

Emergency Contact: _____ Emergency Contact Phone #: _____

Release Form

Scene: Service-Learning

Name: _____

I give permission, without restriction, to North Shore Community College to:

- photograph me
- videotape me
- Audio record me
- quote me
- use a copy of my artwork or writing

I hereby consent, for any and all purposes, to reproduction and/or use of the media noted above by North Shore Community College in any form and in any medium, including advertising, display, or any other use. I hereby release North Shore Community College, the Commonwealth of Massachusetts, and their employees and agents, from and against any liability, including liability for negligence, arising out of or in any way connected to North Shore Community College's use of the materials noted above.

Signature: _____ **Date:** _____

A parent or guardian must sign in place of the subject if the subject is under 18 years of age.

Due Friday December 7th 2018

Confirmation of Hours Served and Reflection Completed

Section 1 (to be completed by Community Agency Supervisor)

Student's Name: _____ Course/CRN: _____

Community Service Agency: _____

Student Completed Service Hours: 12+ hours which can include a combination of direct and indirect service
_____ (please note yes or no)

Agency Supervisor: _____

Agency Supervisor Signature: _____ Date: _____

Comments: _____

Section 2 (to be completed by Professor)

Student Completed Reflection Assignment related to service-learning experience: _____ (please note yes or no)

Professor Name: _____

Professor Signature: _____

Please complete this form and return it to your Professor or turn it into the service-learning office. Thank you!