

# NORTH·SHORE

## COMMUNITY COLLEGE

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## ***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](mailto:ckaluzny@northshore.edu). Scholarship application and materials due Friday, April 19<sup>th</sup>, 2019.

## **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. **This form is due on February 15<sup>th</sup>, 2019.**
- ☐ 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 **April 26<sup>th</sup>, 2019.**
- ☐ 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 **April 26<sup>th</sup>, 2019.**
- ☐ 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**

<b>Optional Service-Learning Class</b>	<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"><li>• <b>Form 1 is due by Friday, February 15<sup>th</sup>.</b></li><li>• <b>Form 2 is due by Friday, April 26<sup>th</sup>.</b><ul style="list-style-type: none"><li>○ This form requires a signature from the community partner AND professor.</li></ul></li></ul>
<b>Full Class Participation – Same Community Partner</b>	<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"><li>• <b>Form 1 is due by Friday, February 15<sup>th</sup>.</b></li><li>• 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 April 26<sup>th</sup>.</li></ul>
<b>Full Class Participation – Different Community Partners</b>	<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"><li>• <b>Form 1 is due by Friday, February 15<sup>th</sup>.</b></li><li>• <b>Form 2 is due by Friday, April 26<sup>th</sup>.</b><ul style="list-style-type: none"><li>○ This form requires a signature from the community partner AND your professor.</li></ul></li></ul>

**DUE FRIDAY FEBRUARY 15<sup>TH</sup>, 2019*****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: \_\_\_\_\_

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 waiver 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 APRIL 26th, 2019**

**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!