Welcome to Service Learning at Eckerd College!

Service learning fosters growth and development, while at the same time, helping meet important community needs. Although we realize that your service learning project will require a great deal of effort, and even sacrifice on your part, we can almost guarantee that you are about to embark upon an experience that will make a major contribution to your learning and personal growth. You will be joining thousands of college and university students all over the United States who are involved in service projects designed to enhance classroom learning, foster civic responsibility, and meet community needs. On behalf of the Center for Applied Liberal Arts (CALA), and the agencies you will be assisting, and the people of the community, we extend our appreciation and gratitude.

Please be certain to review this handbook carefully as it will guide you through the service learning experience. It will provide you with questions to ponder, answers to frequently asked questions, and all the forms you will need.

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_I was taught that ... service is the rent each of us pays for living -- the very purpose of life and not something you do in your spare time or after you have reached your personal goals._

-Marian Wright Edelman, Director, Children's Defense Fund
1. What is the best way to learn and remember something?

2. How can you get the most out of this class and make a difference in the community at the same time?

3. Are you interested in:
   - Exploring your intended major or career?
   - Gaining invaluable job experience?
   - Building your resume?
   - Helping make a difference in the community?
   - Learning things that will make you a more successful person?

4. What does civic responsibility mean to you?

**WHAT IS SERVICE- LEARNING?**

Service-learning is defined as any program in which students learn and develop through thoughtfully organized service experiences that meet real community needs.

**WHY USE SERVICE-LEARNING?**

- **Active Learning** -- The best way to learn is through active participation.

- **Personal Growth And Development** -- One of the best ways to help yourself, is to help someone else. Through service, you will gain skills that will help you for the rest of your life.

- **Meeting Community Needs** -- Do you think we can rely on government to solve all our problems? Each one of us must do our part to help make our community better.

- **Civic Responsibility** -- Our country was founded on an ethic of service. The health of our democracy depends on service and community involvement. Working toward the common good is something we must all practice.

**BENEFITS OF SERVICE LEARNING**

- Exploration of majors and careers that interest you
- Build your resume and gain valuable work experience
- Gain a better understanding of what you are learning in the classroom
- Improve your chances of getting a job through gained experience and networking
- Learn new concepts, skills, and experiences that you will never forget, and that will benefit you for the rest of your life
- Improve your self-esteem and sense of personal satisfaction
- Meet new people, make new friends, make contacts pertinent to networking for your future
- Contribute to your community; increase your sense of “civic responsibility”
HOW DO I GET STARTED?

1. Talk to Your Professor
   - How many hours are required?
   - What else is involved (journals, class presentations, class discussions, reading assignments)?
   - Which agencies are approved for this class (your service experience must be related to your class)?
   - What are the deadlines?

2. Choose a Placement from the List of Approved Service-learning Sites*
   - Review the list of service learning sites available through the Center for Applied Liberal Arts (CALA) at Eckerd College.
   - Carefully read all the information about agencies you are interested in.
     - What are the minimum requirements and qualifications needed.
     - Can you fulfill the basic duties needed?
     - How many hours are they in need of?
   - Complete the “Service Learning Application” (page 6 of this handbook). Turn this in to your professor after you have confirmed your placement.

*You must choose a placement from the Eckerd College list of "approved sites." Students are highly discouraged from choosing their own placements. Requests will be reviewed on a case-by-case basis and must be approved, in advance, by your professor and the Center for Applied Liberal Arts (CALA).

3. Call the Agency Contact Person
   - Identify yourself as an Eckerd College service learning student.
   - Arrange an interview and orientation.
     - Be sure to ask any questions you have about the agency, the type of work, or any other questions pertaining to the project.
     - Complete the "Service Learning Placement Confirmation Agreement" (Page 7 of this handbook) with your supervisor. Turn this form in to your professor by the deadline.

4. Start as Soon as Possible
   - Show up at your scheduled times. If you cannot make it for any reason, call ahead of time.
   - Keep track of your hours.
     - Use the "Service-Learning Hour Report" (Page 8 of this handbook) to keep track of your hours.
     - Turn this in to your professor by the deadline.
   - Communicate regularly with your supervisor.
     - Are you fulfilling your duties appropriately? Is there anything else you can do? Converse back and forth about the agency, the people you are helping, funding, or the idea of civic responsibility.
     - Toward the end of your service learning experience, have your supervisor complete the "Agency Evaluation Of Student" (Page 9 of this handbook). Turn this in to your professor by the deadline.
KEYS TO SUCCESS

BE PROACTIVE

- Start your service early in the term to obtain the maximum benefit from your experience.
- Being proactive means taking charge of your own experience. By being responsible you can make your experience one that is meaningful, positive, and allows you to learn and grow.
- If you are bored, feel like you are not doing something worthwhile, or are in any way dissatisfied -- TALK TO YOUR SUPERVISOR. Communicating openly and honestly may resolve the problem. If further help is needed, seek help from your professor.
  - If further help is needed, seek help from your professor or the Center for Applied Liberal Arts (CALA). However, simply speaking with your supervisor can resolve 99% of the issues you might face.

RESPONSIBILITY & COMMITMENT

- The agency is counting on you...show them that they can!
- Treat your service learning assignment like a job:
  - Be prompt for your interview and orientation.
  - Set up a schedule and stick to it.
  - Call your supervisor ahead of time if you cannot make it for your scheduled time. Arrange to make up the missed hours.
- As an Eckerd College service learning student, you are representing:
  - Yourself
  - Your professor
  - Eckerd College
  - The entire service learning program, nationwide

Keep this in mind and do a phenomenal job!
- **If you drop the class or stop your service for any reason**, please inform both the agency and the Center for Applied Liberal Arts (CALA).

DID YOU KNOW?

- The average American watches 4 hours of television a day.
- Americans are less likely to vote, serve on a PTA, or be involved with community groups than they were 30 years ago.
- We tend to remember:
  - 10% of what we read.
  - 20% of what we hear.
  - 30% of what we see.
  - 90% of what we both say and do.
- Over 100 agencies, right here in St. Petersburg, FL, want *your* help!
“I never realized the true reality that problems exist in the community. It is something that I had only heard about. Now, I know these people need help; I will do everything in my power to help them throughout the future.”

- Anonymous, Class of 2002 –

“Service learning provided the opportunity to continue the community service that I had always done. However, this time the theories and applications of my classroom learning came to life in my work. I developed a better understanding of my studies and my community.”

- Heather Hickson, Class of 2003 –

“Looking back at myself before I started this service learning project, and comparing that to the way I look at the St. Petersburg community now, there is a strong resonance of change. This project helped me learn many things about the community in which Eckerd College lies within. One thing I realized is that Eckerd is in its own personal little bubble. With the heightening of security at the front and back gate of the college, there is little influence from the outside community that people can see on a daily basis. It is imperative that people realize this, because to stay on campus all the time can give people a skewed vision of what St. Petersburg is like away from campus and the beach. There are surrounding communities around Eckerd that are polar opposites of what the campus life is like. This community service experience helped me realize that there is a latent responsibility that goes along with attending a school like Eckerd. It should be every student’s social responsibility to venture out into the community and at least get a sense of what it is like and what people encompass it. It is the community that supports Eckerd and students should be held responsible to give back to its source of support.”

- Andrew Ma, Class of 2003 –

“This experience helped me to accept the views of others and to look outside my business/management ideas into a whole new world of opinions.”

- Jacqueline Kelly, Class of 2003 –

“From this experience, I have come to believe that I made the best possible choice of a career.”

- Megan MacGlashan, Class of 2003 –

“I have learned that I have more power than I previously thought. A few years ago I never would have thought I could have the influence to sway a group of village officials’ decisions. Who was I to tell them what they should do? But I learned in the end that we are all more powerful than we think; we just have to give ourselves the chance to make that change.”

- Alex Dann, Class of 2003 –

“I believe that service learning plays perhaps the most beneficial role for me in my college life. I received a sense of civic responsibility ... I definitely developed personally ... and it was a great opportunity for career exploration. When I graduate from Eckerd College with my Business Management degree, I will look for other things aside from my salary when selecting the job.”

- Gina Forselius, Class of 2004 –
“Service-learning gave me a renewed sense of civic duty and responsibility that I had not felt in some time. At first I dreaded the prospect of giving up my weekends for a couple of weeks to work for free. However, I soon became happy to be able to say that I was indeed doing something to help a cause. I felt very strongly in support of.”

- Richard Modecki, Class of 2004 –
SERVICE-LEARNING STUDENT APPLICATION
(To be completed by the student)

Application Date ____________  Eckerd College Student ID # ________________

Name: ________________________  Birth Date ** ____________

Local Address

Street  City  State  Zip Code

Home Address

Street  City  State  Zip Code

Telephone: Local Home: ________________  Work ________________

E-mail address: __________________________________________________________

Best way to reach you: ________________  Best time to reach you? ____________

FOR STATISTICAL PURPOSES ONLY:

Gender (circle one):  Male  Female

Ethnic Group (check one):

_____ Black (not Hispanic origin)  _____ Hispanic

_____ Asian/Pacific Islander  _____ American Indian/Alaska Native

_____ White (not Hispanic origin)  _____ Other: __________________________

**STUDENTS UNDER 18 YEARS OLD MUST COMPLETE A PARENTAL CONSENT FORM PRIOR TO THEIR PLACEMENT WITH AN AGENCY. OBTAIN THE FORM FROM CALA.

DEADLINE TO TURN IN: ____________________
Service Learning Placement
Confirmation Agreement

(TO BE COMPLETED JOINTLY BY STUDENT AND AGENCY SUPERVISOR)

DEADLINE: ________________

Student’s Name: ___________________________  Eckerd ID #: ________________

Dear Agency Supervisor:
On behalf of the Eckerd College Center for Applied Liberal Arts (CALA) we would like to thank you for entering into an educational partnership with our students. By accepting and supervising service learners, you are helping these students join classroom theory with real-life experience. Encouraging and allowing these students to perform meaningful service contributes to education's mission of promoting civic responsibility. The critical role you play as mentor and educator for our students cannot be underestimated. We appreciate your commitment to making our service learners feel welcome and to ensuring that they have a productive and educational experience. If you should have any questions or comments, please call CALA at (727) 864-7676. Thank you for all you do within the community.

Agency Name: ________________________________

Agency Address: ____________________________________________
Street City State Zip Code

Supervisor’s Name: ___________________________ Title: ___________________________

Agency Phone Number: ________________ Extension for Supervisor: ______

Describe the service learning project (responsibilities, requirements, and expectations):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Hours student must work: ______ Work Schedule Established (circle)? Yes No

Date student will begin Service? ________________ End Service? ________________

The student expects to gain the following kinds of learning from this experience:
________________________________________________________________________
________________________________________________________________________

The agency will provide the student with (check all that apply):
_____ Training  _____ On-site supervisor  _____ Materials (specify)
_____ Orientation  _____ Space to work  _____ Other (specify) ____________

I agree to, and will uphold, the terms of this placement.

Student: ___________________________ Supervisor: ___________________________
Signature Date   Signature Date
Students, please use this form to record the number of hours per week that you serve at your service learning agency. When you have completed your service learning hours, please turn this report in to your professor.

**DEADLINE:**

<table>
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<tr>
<th>Student’s Name:</th>
<th>Eckerd ID #:</th>
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<tr>
<td>Professor’s Name:</td>
<td>Course #:</td>
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<tr>
<td>Supervisor’s Name</td>
<td>Phone #:</td>
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**Agency:**

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<tr>
<th>Date</th>
<th>Time In</th>
<th>Time Out</th>
<th>Total Hours</th>
<th>Supervisor’s Approval</th>
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**Total Hours Completed:**

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**Supervisor’s Signature:** ______________________  **Date:** __________

**Student’s Signature:** ______________________  **Date:** __________
AGENCY EVALUATION OF STUDENT

(TO BE COMPLETED BY AGENCY SUPERVISOR)

AGENCY SUPERVISOR: Please take the time to complete this evaluation of the service learning student. Thank you for your cooperation! If any questions or comments, please call the Eckerd College Center for Applied Liberal Arts (CALA) at (727) 864-7676.

SERVICE LEARNING STUDENT: After your supervisor completes this form, turn it in to your professor. DEADLINE: ________________________

Student’s Name: ___________________________  Eckerd ID #: ____________

Agency: ______________________________________

On a scale of 0 to 4 ("4" representing the highest), please rate the service-learning student in the areas listed below by placing an "X" in the appropriate box.

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<th>Comments</th>
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Would you be interested in a service learner working at your agency in the future? _______

Comments: ____________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Supervisor’s Name: ___________________________  Title: ________________

Signature ___________________________  Date: __________________
SERVICE LEARNING STUDENT SATISFACTION QUESTIONNAIRE

Name (optional) ___________________________ EC Professor ___________________________

Course _________________________________

Agency where service was completed: _________________________________

1. How long have you been involved in service learning?
   ___First semester (1)  ___Second semester (2)  ___More than two semesters (3)

2. Were you satisfied with the help you received in choosing a service learning placement?
   ___Yes (1)  ___No (2)

3. Did your service learning experience have any effect on your career plans?
   ___confirmed my career choice (1)  ___made me think about a different career choice (2)
   ___changed my career choice (3)  ___had no effect on my career choice (4)

PLEASE RATE YOUR EXPERIENCE AT THE AGENCY SITE AT WHICH YOU PARTICIPATED
(Mark only one per row):

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<tr>
<td>Helpfulness of agency staff</td>
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<tr>
<td>Adequate orientation and training</td>
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<tr>
<td>Adequate supervision</td>
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<tr>
<td>Meaningful tasks to perform</td>
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<tr>
<td>Recognition of my efforts</td>
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4. Helpfulness of agency staff  
5. Adequate orientation and training  
6. Adequate supervision  
7. Meaningful tasks to perform  
8. Recognition of my efforts

9. OVERALL, HOW WOULD YOU RATE YOUR EXPERIENCE AS A SERVICE LEARNING STUDENT? (Mark only one)
   ___excellent (4)  ___good (3)  ___fair (2)  ___poor (1)

10. WOULD YOU RECOMMEND YOUR SERVICE LEARNING EXPERIENCE TO ANY OF YOUR FRIENDS AND CLASSMATES? ___yes (1)  ___no (2)

COMMENTS: ____________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
11. The service I did through this class helped me to see how the subject matter I learned can be used in everyday life.
   Strongly Agree  Agree  Disagree  Strongly Disagree

12. I feel that the service I did through this class was not at all beneficial to the community.
   Strongly Agree  Agree  Disagree  Strongly Disagree

13. The service I did through this class helped me to better understand the lectures and readings required for this class.
   Strongly Agree  Agree  Disagree  Strongly Disagree

14. I feel I would have learned more from this class if there were more time spent in the classroom instead of doing service in the community.
   Strongly Agree  Agree  Disagree  Strongly Disagree

15. The idea of combining service to the community with college course work should be practiced in more classes at Eckerd College.
   Strongly Agree  Agree  Disagree  Strongly Disagree

16. I was already doing service in my community before taking this class.
   Strongly Agree  Agree  Disagree  Strongly Disagree

17. This class made me more interested in doing service in my community than I was before.
   Strongly Agree  Agree  Disagree  Strongly Disagree

18. I probably won't do community service of any kind once this class is finished.
   Strongly Agree  Agree  Disagree  Strongly Disagree

19. I learned a great deal about myself through my service activities.
   Strongly Agree  Agree  Disagree  Strongly Disagree

20. Some educators say that real learning means being able to integrate learning into your own behavior. With that definition, I feel that this class was very successful in helping me really learn.
   Strongly Agree  Agree  Disagree  Strongly Disagree

FINAL COMMENTS ABOUT YOUR SERVICE-LEARNING EXPERIENCE: ____________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
Name: ___________________________  Date ___________

Anticipated Project Location: ____________________________________________
Agency/Organization/Business Contact: ________________________________
Agency/Organization/Business Phone Number: ____________________________
Specific Days and Times Set Aside for Completion: _______________________

_____________________________________________________________________

Major Learning Objectives: _____________________________________________

_____________________________________________________________________

Community Need: ______________________________________________________

_____________________________________________________________________

Anticipated Areas for Development: _____________________________________

_____________________________________________________________________

Personal Skills Brought to Project: ______________________________________

_____________________________________________________________________

Anticipated Applied Management Theories: ________________________________

_____________________________________________________________________

Service Learning Project Proposal Worksheet  Revised 12/99
Reviewed By: _______________ Date: ___________  Approved: Yes  No  Date: ________
SERVICE LEARNING PROJECT JOURNAL ENTRY 2

Name: ________________________________  Date ____________

Days Worked: ____________________  Hours Completed: _______________

Brief Description of Activities: ____________________________________________

______________________________________________________________________

______________________________________________________________________

Problems Encountered: _________________________________________________

______________________________________________________________________

______________________________________________________________________

Development Actions Taken: _____________________________________________

______________________________________________________________________

______________________________________________________________________

Management Theories Applied: ___________________________________________

______________________________________________________________________

______________________________________________________________________

Comments: ____________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________
Name: ___________________________ Date ____________

Days Worked: ________________ Total Hours Completed: ________________

Brief Description of Activities: ____________________________________________

________________________________________________________________________

________________________________________________________________________

Managerial Strengths and Weaknesses: ______________________________________

________________________________________________________________________

________________________________________________________________________

Achieved Anticipated Results: Yes __________ No __________

Explain: __________________________________________________________________

________________________________________________________________________

Management Theories Applied: ____________________________________________

________________________________________________________________________

________________________________________________________________________

Were Managerial Theories Helpful: Yes __________ No __________

Explain: __________________________________________________________________

________________________________________________________________________

Overall Comments on Project: _____________________________________________

________________________________________________________________________

________________________________________________________________________

Service Learning Project Journal Entry 3

Revised 12/99
PERSONAL SUCCESS:

1. Has the service learning project helped you? If so, how?
2. Describe the strengths, weaknesses, and offer any suggestions for improvement that you have for this assignment.
3. What knowledge/skills have you learned that will improve your managerial/leadership skills?
4. What skills/abilities have you gained that will help you in your personal and work-related relationships?
5. Do you think you were successful in this service learning project? Please elaborate on your areas of success or non-success.

PERSONAL LEARNING:

6. What have you learned about yourself? (Your abilities, strengths/weaknesses, personality)
7. What are your personal qualities that make you a good participant in this project?

CIVIC, SOCIAL RESPONSIBILITY:

8. Has participating in service learning enhanced your sense of civic responsibility and your desire to serve in the community and fellow citizens? Do you plan to perform community service in the future?
9. What have you learned about the ethics and corporate social responsibility from this project?
10. What memories/experiences will you take with you from participation in this service learning project?