Course Description

SERVICE—RECIPROCITY-- REFLECTION

Welcome to Service Learning 100 at Los Angeles Harbor College. Service Learning is a unique opportunity for you as a student to get hands-on experience in a real-world setting that will complement and enhance the coursework you are learning in another of your current classes, referred to as your sending course. Not only will this volunteer experience benefit you as a learner but your service also helps meet the real needs of the surrounding community. In this course you will volunteer as a mentor for a K-12 student mentee at a local school or after-school program through an agency called Long Beach BLAST. After you complete your volunteer project you will then answer a series of questions (units 3-10 in the Service Learning Guidebook) regarding your experiences, which is then turned in as a final paper, or Final Reflection paper.

There are three main tenets of Service Learning: Service, Reciprocity, and Reflection. Service is just that; the time you spend volunteering at the school or after-school site of your choice. Reciprocity is the mutual benefit or aid that is shared by you and the community served; whereby you the student mentor gain experience and credit and the agency/project/community/mentee served benefits through your participation. The last part of Service Learning, Reflection, is what sets Service Learning apart from typical community service projects. Reflection is the active review of your service; how it benefits you as a learner and the recipients of your service, and how it relates to your sending course content. It is my goal that through Service Learning you will meet all ten of the listed Student Learning Outcomes and in addition you will begin to develop your own volunteerism and find how continued service to others can enrich your life and the lives of others more than just this one semester. Serving as a mentor you will be able to better understand your own learning and role as a student in your first semester of college, as well as how to relate better to other students and your local community.

The purpose of Service Learning is to enhance critical thinking and problem-solving skills, to give greater relevancy to the relationship between classroom theory and practical application in the real world, and to encourage the development of collaborations that benefit the community. Step 1, you will choose a project site or agency. Step 2, you will complete twenty (20) hours of service (which includes a three hour orientation completed during the Summer Bridge) at your chosen school site. Step 3, you will complete the Final Reflection. Throughout each of these steps you will also be asked to participate in online discussion forums as well as turn in corresponding paperwork.

The course offers one unit of transferable credit, credit/no-credit (pass/fail).

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Course Requirements
This class requires 20 hours of volunteer time as a mentor with Long Beach BLAST, as well as participation in the online discussion forums and completion of the required forms and units (11 total) found in the Service Learning Guidebook. Aside from the volunteer time, this course is 100% online at www.myetudes.org. A good rule of thumb is to log in to the Etudes online site daily to begin with and plan to log in at least once a week or more after the first deadline. You will also be required to log in to the America Learns site to log your weekly progress reports; these progress reports can serve as the basis of your journal entries you will then submit for your English 28 course.

The Service Learning Guidebook (J. Thomas-Spiegel & S. McMurray, 2007) is the principle required reading, other than the Etudes modules, for SL100. Other reading assignments will be posted in Etudes as they become relevant. You can download the Service Learning Guidebook (or any other form or reading) as a pdf file from the Resources tab of the Etudes site or from the Service Learning webpage (http://tinyurl.com/k4kcm2q). The course objectives are based on the assumption that you will read the entire Service Learning Guidebook as well as the modules in Etudes; these are your guides and tools for you the student and will help you begin to think about how your service in the community augments your learning in your sending course, English 28.

Other requirements for the course include the following: basic computer skills (word processing, internet, e-mail, file mgmt), basic internet connection and skills (use of browser, searches, uploading and downloading files), familiarity with discussion boards, and most importantly, an open mind and willingness to try new things.

Resources
For extra help in logging into the online course on etudes, go to the LAHC webpage http://www.lahc.edu/harboronline.html or contact the instructor. If this is your first online course or your first time using Etudes, give yourself extra time in the beginning to learn to navigate the site.

Students requiring accommodations should contact the instructor as soon as possible or the Office of Special Programs & Services (DSPS) at 310-233-4629 or go to http://www.lahc.edu/studentservices/sps/index.html.

Etudes is now mobile with inTouch! For easy connection to your Service Learning 100 course (and all other Etudes courses) using your iPhone, iPod Touch or iPad, download the inTouch ap from the Apple store and log in with your existing Etudes username and password. (If your instructor can use it, so can you!) inTouch has limited features however and does not replace the actual website – continue to log in through the internet even if you are using inTouch.

Dates & Deadlines
Service Learning 100 is a self-paced class in which you will complete the requirements on your own schedule. However, beware of what
"self-paced" means! It means assignment deadlines are posted and you should make every effort to turn in and complete assignments by these due dates. The due dates set in the syllabus are here to help ensure you complete everything on time but it is your responsibility to plan ahead and schedule your volunteer hours accordingly. This course is designed to enhance your learning in another course, your English 28 course, so you will also be completing related assignments such as journal entries, for English 28 credit. In addition, there are six modules within Etudes that, along with the Service Learning Guidebook, will help to guide you through your Service Learning project. As such, it is recommended that you take the time to read through each module prior to beginning your project and revisit individual sections as needed throughout the semester.

**REFER TO THE ETUDES MODULES FOR COMPLETE INSTRUCTIONS**

SEPTEMBER 6: Long Beach BLAST Volunteer Application due. Corresponding Module 2.1.

SEPTEMBER 13: Discussion 1 post in Etudes due. One week before each assignment deadline, there is a discussion due. This will help you stay on track in completing your required hours and also give you opportunities to share and learn from your fellow FYE cohort members. Corresponding Modules 1 and 2.

SEPTEMBER 20: Assignment 1 due: Read the Service Learning Student Guidebook in its entirety. Complete and submit the preliminary forms (Orientation form, Assumption of Risk, Placement form) from the SL Guidebook. The Volunteer Application, Volunteer Contract, TB and Live Scan results are due to Long Beach BLAST at this time also. Remember, you cannot start your hours at your chosen site until ALL of your forms are completed and turned in. Delaying the submission of your materials will mean a delay in your start date and may affect your ability to complete your hours by the end of the semester. Corresponding Modules 1 and 2.

NOVEMBER 8: Discussion 2 post in Etudes due. Corresponding Module 3.

NOVEMBER 15: Assignment 2 due: You should complete your 20 hours of service by this date and have requested a signed evaluation form from your Site Director. Do not wait until this date to report any problems you may be experiencing in completing your required hours. Corresponding Module 3.

NOVEMBER 20: Discussion 3 post in Etudes due. Corresponding Modules 4, 5, and 6.

NOVEMBER 27: Assignment 3 due: Turn in the Final Reflection. Your Final Reflection must be typed and must answer all questions from Units 3-10 thoroughly in essay format using complete sentences. A sample is provided in Etudes posted in the Resources tab. The forms and Final Reflection can be submitted electronically via Etudes (under Assignment 3) or in-person through the campus mail, attention M. LANGE. Corresponding Modules 4, 5, and 6.

Remember, these dates are here to help keep you on track and to coincide with due dates of your sending instructors. If for any reason you find you are not able to comply with these deadlines, you MUST contact me and we will work on a schedule that fits your needs. DO NOT wait until the last minute to choose a project site or to start your hours, as you will not finish in time.

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GRADING POLICY

The Service Learning 100 course is credit/no-credit. You will receive 1 unit of credit when the following is met:

✓ Completion of the minimum 20 hours of volunteer service, which includes 3 hours of orientation;

✓ Receipt of a satisfactory evaluation from the Long Beach BLAST site at which you volunteer;

✓ Completion of Final Reflection (final paper answering units 3-10 from the SL Guidebook).

★ Credit will only be given if the 3 criteria listed above are met.

★ All discussion posts / assignments are due by 11:59 p.m. on the due date.

★ No materials or hours will be accepted after DECEMBER 13, 2013.

This course follows all LAHC policies as described in the college catalog (http://www.lahc.edu/classes/catalog1214.pdf ).
FAQs

Q. Do I have to use the Etudes online classroom platform?
   A. Yes. The Service Learning course is an online course, where all but your time volunteering will be spent.

Q. How do I know what my choices are for site placement?
   A. A list of current BLAST partner sites is available through BLAST or in the Resources tab of Etudes at http://myetudes.org.

Q. Can I choose an agency other than Long Beach BLAST?
   A. No. However, should your commitment to LB BLAST create great difficulties for you, an alternative agency placement can be arranged. This MUST be in consultation with me, your Service Learning instructor. No credit will be awarded to you if you make your own arrangements without meeting with me first.

Q. If I know where the site is located, can I just show up?
   A. No. LB BLAST will confirm your placement site and schedule after receiving your Volunteer Application. You should arrive a little early for your first scheduled visit however, to meet your Site Director and your mentee.

Q. What if I live far away from the agencies on the list?
   A. Arrangements/placements are made on an individual basis. You must have approval before you use an outside agency (see above).

Q. I am really busy. What if I run out of time to do the service? Can I still earn credit?
   A. Unfortunately, you must complete a minimum of 20 hours to earn the one unit of credit. This is one reason you should plan ahead and begin your service earlier in the semester. (See dates & deadlines)

MOST OF YOUR QUESTIONS will be answered by going through the guidebook & online modules in order and completing the assignments. For any other questions, you may always ask your Service Learning instructor.