Course Description

SERVICE—RECIROCITY-- 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 compliment 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 complete volunteer work within your community and then answer a series of questions (units 3-10 in the Service Learning Guidebook) regarding your volunteer experience that is turned in as a final paper, or Final Reflection paper.

There are three main tenets of Service Learning: Service, Reciprocity, and Reflection.

1. Service is just that; the time you spend volunteering at the site or project of your choice.
2. Reciprocity is the mutual benefit or aid that is shared by you and the community served; whereby you the student gain experience and credit and the agency/project/community served benefits through your participation.
3. 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 volunteeredism and find how continued service to others can enrich your life and the lives of others more than just this one semester.

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. Examples of Service Learning sites include (but are not limited to): local adult day centers for Psychology 41 students, Habitat for Humanity for Architecture students, special needs elementary classrooms for CD students, campus and community Health Fairs for nursing students. A list of recommended sites is available to you, posted in the Resources tab of the online Etudes site; any other service site needs to be pre-approved by me, your
instructor.

Step 2: You will complete ten hours of service at your chosen site.

Step 3: You will complete the Final Reflection. Throughout each of these steps you must also 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).

This course is offered on-line or on campus.

**Online Course Requirements**

This class requires 10 hours of volunteer time at a local non-profit organization of your choosing, 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.mycourses.org. As the course is self-paced (see Dates and Deadlines) 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.

The **Service Learning Guidebook** (J. Thomas-Spiegel & S. McMurray, 2007) is the only required reading for SL100. Your sending instructor may assign additional readings through your sending class. You can download the Service Learning Guidebook as a .pdf file from the Resources tab of the Etudes site or from the Service Learning webpage (http://tinyurl.com/74uqnm) or pick up a copy from the instructor. The course objectives are based on the assumption that you will read the entire Service Learning Guidebook; it is the main guide and tool 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.

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 (DPS) 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.
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.

Online Campus Requirements

This class requires 10 hours of volunteer time at a local non-profit organization of your choosing, and completion of the required forms and units (11 total) found in the Service Learning Guidebook. On campus students are given access to the Etudes class website and are encouraged to participate in the online discussion forums. This is good practice for navigating online class websites and promotes communication and socialization with fellow classmates. Class ANNOUNCEMENTS are generally posted on the class website.

This course is self-paced (see Dates and Deadlines), 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.

The *Service Learning Guidebook* (J. Thomas-Spiegel & S. McMurray, 2007) is the only required reading for SL100. Your sending instructor may assign additional readings through your sending class. You can download the *Service Learning Guidebook* as a .pdf file from the Resources tab of the Etudes site or from the Service Learning webpage ([http://tinyurl.com/74uqnm](http://tinyurl.com/74uqnm)) or pick up a copy from the instructor. The course objectives are based on the assumption that you will read the entire *Service Learning Guidebook*; it is the main guide and tool 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.

Other requirements for the course include having an open mind and willingness to try new things.

**Dates & Deadlines FOR ONLINE CLASSES**

*Service Learning 100 is a self-paced class* in which you will complete requirements for another course while at the same time completing the requirements for Service Learning. 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, so waiting until the last minute will only cause more stress for you; you can always complete assignments before the due date with no penalty. In addition, the *Service Learning Guidebook* and class website will help to guide you through your Service Learning project. As such, it is recommended that you take the time to read through the Guidebook and online Resources prior to beginning your project and revisit individual sections as needed throughout the semester.

*Dates and Deadlines for On Campus Classes will be discussed at the first on campus class meeting.*
March 6: Discussion 1 post in Etudes due. One week before each assignment deadline, there is a discussion due. This will help you stay on track to complete the course on time. If you do not login to Etudes and post Discussion 1 or contact me by this due date, you will be automatically excluded from the class (September 9 is the last day to drop a class without a ‘W’). Corresponding Modules 1 and 2.

March 13: 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. Once you have completed those forms, you may begin volunteering at the agency you have chosen. It is very important you turn in your forms PRIOR to commencing your volunteer hours; for reasons of liability I, as your instructor, need your written consent to participate off-campus and I need to know where you are going. You are not required to turn in a copy of your TB test results – your results are for the agency at which you plan to volunteer. You will turn in the Placement Form after completing your initial hours/orientation at the agency – this form can be turned in separately. Corresponding Modules 1 and 2.

April 3: Discussion 2 post in Etudes due. Corresponding Module 3.

********** SPRING BREAK: April 5 – April 13 **********

April 17: Assignment 2 due: You should complete your 10 hours of service by this date and have a signed evaluation form from your agency supervisor. Any delays must be reported ahead of time to the instructor with an explanation and plan for catching up. Corresponding Module 3.

April 24: Discussion 3 post in Etudes due. Corresponding Modules 4, 5, and 6.

May 1: ALL ASSIGNMENTS ARE DUE BY THIS DATE.
Assignment 3 due: Turn in the final forms from the Service Learning Guidebook (signed Timesheet, signed Agency Evaluation, Feedback form) as well as 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 or email, 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 an agency or to start your hours, as you will not finish in time.

ALL HOURS, FORMS AND ASSIGNMENTS MUST BE SUBMITTED NO LATER THAN JUNE 5, 2015

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 agencies?
   A. A list of current agencies is provided in the resources tab on http://myetudes.org.

Q. Can I choose an agency that is not on the Agency List?
   A. Yes. However, all such requests must be pre-approved by the SL Instructor.

Q. If I know where the agency is located, can’t I just show up?
**A.** No. Agencies require that you call ahead and set a time to come for your orientation.

**Q.** What if I live far away from the agencies on the list?
**A.** Other arrangements can be made on an individual basis. You must have approval before you use an outside agency.

**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 10 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.*