

Service-Learning Contract
Coastal Carolina Community College

Requirements for Students

- Select an agency or agencies from the approved list. If you have an agency in mind that is not on the list you must come by the student activities office to discuss the possibility of adding the agency. All agencies must have an “Agency Information” form on file.
- Make contact with the agency of your choice and get approval to volunteer. This may involve a visit, interview, special clearance, etc. **An agency is not obligated to take a service learner.** Complete the “Placement Confirmation” form. Make sure that the approving agency completes the appropriate portion of the form. Your instructor must also sign this form.
- Return all copies of the “Placement Confirmation” form to the student activities office. The form must be completed with all information and signatures. On this visit you will have a signed, and notarized, “Assumption of Risk” form completed to turn in as well, along with this form (total of three forms). You will receive an agency contact log and a journal.
- The contact log will be dated and signed with each visit to the service learning site. (Only persons in charge of the service learner may sign the log.)
- A journal will be kept throughout the semester with an entry made after each service learning session.
- You will complete a minimum of 20 hours at the service learning site. 5 hours of training may be included in the 20-hour requirement.
- You must volunteer a minimum of 20 hours per class, and you cannot use the same 20 hours for multiple classes.
- Approximately two weeks before the end of the program, you will receive an email from the Student Activities Advisor, who will send you an evaluation and reflection questionnaire.
- You will attend a 1 hour to 1 ½ hour reflection session at the end of the program. At this time you will submit all paperwork, i.e. contact log, journal, evaluation and questionnaire.

ALL STEPS ARE MANDATORY AND MUST BE COMPLETED IN THE PROPER ORDER AND ON TIME. FAILURE TO COMPLETE ANY OF THESE REQUIREMENTS MAY HAVE CONSEQUENCES, AND COULD DISQUALIFY YOU FROM COMPLETING THE PROGRAM.

THESE ARE THE MINIMUM REQUIREMENTS FOR THE SERVICE-LEARNING PROGRAM. YOUR INSTRUCTOR MAY HAVE OTHER REQUIREMENTS FOR YOU.

Student’s Signature

Date

Student ID number