

Process for Service Learning: SPAN 331

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Documents

Criminal Background Check Form

Patricia will email the criminal background check form to students and ask them to bring the completed copy to the first day of class. Patricia will send Laura a copy of her syllabus and her class roster including student's name and email address. Laura will bring extra criminal background check forms to the first day of class. Laura will submit the background check forms to the Salem-Keizer school district and email students when their form has been processed.

Service Learning Expectations for Students

Laura will present and distribute to students at the first course meeting, September 1st from 9:55 – 10:30 am in WLT 140. Laura will discuss SL and what is a Title 1 school, what kind of "social patterns" they will find at Grant/Bush, etc. Students will be notified that although I will be meeting formally with them during these dates they are welcome to come and see me if they have any questions/issues, etc.

Course Contact Information and Availability

Laura will also bring the Course Contact Information Form to the first course meeting to record student's volunteer availability and first and second preferences for grade/age and subject. Laura will also bring a schedule of her meeting availability so students can sign up to meet with her to discuss their placement during the 2nd week of school (September 8-11). During this meeting we will discuss expectations, emphasize punctuality, probably go through some of the same points as in class.

Service Learning Contract

Laura will distribute the service-learning contract at the first course meeting. Students will meet with the volunteer coordinator during the week of September 14-18 to discuss expectations and the service-learning contract. The contract will be completed by the student and volunteer coordinator and turned into Laura by Monday, September 21st. Laura will track that the contracts match the expectations of the experience. Laura will meet with Patricia during the week of October 6-8 to review the service-learning contracts. Laura will give the service-learning contracts to Patricia by December 3rd.

Hours Documentation

Students must complete 2 hours of service per week and record their service on the Hours Documentation Form. The student needs to set-up an appointment with Laura for mid-semester (October 19-23), and bring updated hours document. Laura will assess progress and assist student in problem solving if needed. Final and complete Hours Documentation will be submitted to Laura by Wednesday, November 25th.

Student Evaluation

Laura provided Patricia with a copy of the current evaluation. She will update it and give it back to Laura. Laura will provide Patricia with copies of final version by Monday, November 2nd. Patricia will distribute and collect from students during the week of November 23rd. After grading she will provide Laura with copies.

Site Supervisor Evaluation

Laura provided Patricia with a copy of the current evaluation and it has been updated. Laura will provide school volunteer coordinators with copies of final version by Monday, November 2nd. Volunteer coordinators will distribute to the site supervisors. Site supervisors will mail to Laura by Wednesday,

November 25th, in envelope provided. Laura will get them to Patricia by Thursday, December 3rd. After grading she will provide Laura with copies.

Timeline

September 1st – Laura presents service learning expectations.

- Service Learning Expectations for Students
- Course Contact Information and Availability Form
- Meetings with Laura Sign Up Sheet
- Criminal Background Check Extras
- Service Learning Contracts
- Hours Documentation Forms
- Grant volunteer application, background check, contact info. for volunteer coordinator, directions to school.
- Bush volunteer application, background check, contact info for volunteer coordinator, directions to school.
- Content: define service learning and reflection; cover handouts; discuss importance of initiative, communication when late or potentially absent, utilizing resources (Volunteer Coordinator, Laura, Patricia); option to pair up; process and timelines.

September 4th – volunteer applications, background checks, preferences turned into Laura's mailbox (2nd floor of the UC) by 5:00pm.

September 8 – 11 – Laura meets with groups of students to discuss placement process. Laura will also meet with volunteer coordinators to review applications and make initial matches. Laura will email students on September 11th to notify them of their matches.

September 14-18 - Students are responsible for emailing volunteer coordinators and meeting with them during this time.

September 21 – Students should be placed and begin attending by this date. Service-learning contracts should be turned in to Laura (2nd floor of the UC) by this date.

October 6-8 – Patricia and Laura will meet this week to review service-learning contracts.

October 19-23 —Students will meet with Laura for a mid-semester check-in this week.

November 2nd –Laura makes sure Patricia has updated Student Evaluations and volunteer coordinators have updated Site Supervisor Evaluations.

November 23-25 – Student evaluations completed in class this week. (tentative)

November 25th – Site supervisor Evaluations are due back to Laura. Hours documentation forms due to Laura.

November 30 – December 4 – Last week of service in classrooms.

December 3 -- Site supervisor evaluations, service-learning contracts, and hours documentation forms are due back to Patricia. Certificates for students are due to Patricia. Following grading, copies of evaluations will be provided to Laura.

January – Laura will set up a meeting with Patricia, Maria, and Rachel to discuss/evaluate the fall semester and make plans for the spring semester.