

Dear Community Partner,

Thank you for agreeing to supervise a service-learning student at your community organization for the upcoming semester. The University of Maryland, Baltimore County (UMBC) and the Shriver Center appreciate your support of our students in gaining an understanding of work in the community. We are committed to ensuring that you and our students have a meaningful experience. This letter is meant to provide you with information about the service-learning program at UMBC.

At UMBC, students have a variety of options through which they can get involved in the local community. One of these ways is service-learning, an academic-based service opportunity in which students participate in meaningful community service while taking a related academic course. All service-learning students that are placed through our program are enrolled in a zero-credit practicum; some students are also enrolled in a separate credit-bearing course. The requirements for both of these academic components vary but all students are committed to providing 3-5 hours of service a week to a local program, for a minimum of 30 hours of service over the course of the semester. Students volunteer for the duration of the term. In addition to their service, service-learning students participate in reflection activities to connect their *service* with their *learning*.

As part of this partnership, we request your assistance in the following ways:

- **Community Partner/Sponsor Agreement:** All service-learning partners are required to complete this form as a condition of hosting a UMBC service-learning student. This form needs to only be completed only one time. After we receive the agreement, we will complete the bottom portion, send you a copy, and keep the original version on file in our office.
- **Service-Learning Expectations and Learning Objectives:** To build a quality relationship between the service-learning student and our community partner, students are responsible for meeting with their designated service site supervisor to complete this form before the end of October. The form outlines your expectations of each student, and allows the student to set their goals for the service-learning experience. I hope you and your colleagues can collaborate with each student serving with your program, but understand that time constraints may make this a challenge to complete. Therefore, it is the student's responsibility to complete this on her/his own if a site supervisor is not available.
- **Service-Learning Timesheet:** As a site supervisor, your service-learning student will ask you to verify her/his service time by initialing their timesheet during each site visit and by providing a final signature at the end of the semester. Please designate an appropriate person at your organization who can regularly verify the hours. It is the student's responsibility to complete the timesheet, verify their hours, and submit it to the Shriver Center.
- **Evaluation:** As a way to collect your feedback about your experience with the particular UMBC student, we request your completion of an on-line **Student Performance Evaluation** available through the UMBCworks database by the end of the semester (during which a student is placed). A link for will be e-mailed to community partners. This format allows us to collect information to ensure that meaningful experiences for all stakeholders

We included some of these forms with this letter. If you would like these forms available in electronic format, please notify us.

If you have any questions or any concerns regarding this service-learning placement, please contact us at (410) 455-2493 or via email, lhardesty@umbc.edu or elgrose1@umbc.edu. We would be happy to share additional details about our program or assist with any situations that may arise. We look forward to this new partnership!

Sincerely,

Lori L. Hardesty
Assistant Director, Service-Learning, K-16 Partnerships

Eloise Grose
Program Coordinator, Service-Learning

THE SHRIVER CENTER^{AT} UMBC

The Service-Learning Program at The Shriver Center Sponsor Agreement

This agreement made by and between The Shriver Center at the University of Maryland, Baltimore County and applies in matters concerning placement of UMBC Service-Learning students with Community Partner/Sponsor.

(Community Partner/Sponsor)

Purpose of the Program

The Shriver Center seeks to enrich the education of UMBC students by providing them with practical, relevant service-learning experience while providing sponsors with an economical and efficient resource for meeting short- and/or long-range volunteer needs.

Participation in university-sponsored Service-Learning placements has proven to be one of the most effective recruitment tools available to the private and public sectors. The Community Partner/Sponsor has access, free of charge, to a pre-screened pool of extremely marketable technical and liberal arts students. The staff of UMBC's Shriver Center support the interviewing and placement process by acting as a liaison between the candidates and the prospective Community Partner/Sponsor.

Terms of Agreement

In consideration of the mutual terms and conditions herein contained, UMBC and Community Partner/Sponsor agree as follows:

Community Partner/Sponsor will:

1. Provide for and ensure a practical, substantive service experience through which student(s) may apply their classroom theory in a credit-worthy assignment (as approved by The Shriver Center prior to placement);
2. Strictly abide by the service scheduled allowed by The Shriver Center, including an absolute commitment of providing a service-learning placement through academic semesters;
3. Notify their UMBC Shriver Center staff representative to any prior or current adverse personnel actions;
4. Select candidates referred by UMBC without regard to race, color, sex, religion, national origin, lawful political affiliation, physical handicap, marital status, or age;
5. Designate a staff person(s) to maintain liaison with UMBC;
6. Provide adequate training and supervision to ensure the "learning experience" of the placement;
7. Process all relevant personnel actions, maintain all relevant records and complete a Community Impact Survey and Student Performance Evaluation sent by the Service-Learning staff after each semester;
8. Support the student in completing her/his degree program, while refraining from offers of employment outside of the construct of the Service-Learning Program prior to the completion of her/his degree;
9. Consider allowing a (pre-determined) on-site visit by a Shriver Center representative.

UMBC's Shriver Center will:

1. Designate a staff liaison to work with Community Partner/Sponsor;
2. Inform eligible students of Service-Learning opportunities;
3. Refer qualified candidates without regard to race, color, sex, religion, national origin, lawful political affiliation, physical handicap, marital status, or age;
4. Assist in establishment and maintenance of credit-worthy experience(s), arrangement of interviews, etc.;
5. Provide the community partner/sponsor with relevant information regarding the candidates, their academic progress, and any changes in status;

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The contracting representative of each party warrants that s/he has full power and authority to bind her/his organization to each and every provision of this Agreement.

This Agreement shall be governed by and construed under the laws of the State of Maryland.

IN WITNESS THEREOF, the authorized representatives of the parties have executed this Agreement on the dates indicated below.

Community Partner/Sponsor: _____ The University of Maryland,
Address: _____ Baltimore County (UMBC)
_____ The Shriver Center
_____ 1000 Hilltop Circle
_____ Baltimore, MD 21250

E-mail: _____

By: _____ By: _____
(Print Name) (Print Name)

By: _____ By: _____
(Signature) (Signature)

Community Partner/Sponsor	UMBC Service-Learning Staff
Title: _____	Title: _____
Date: _____	Date: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

Please make sure to complete the entire form. This information is valuable when we need to contact you or send files.

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PRACTICUM 096: COMMUNITY SERVICE & LEARNING Spring 2015 SYLLABUS

COURSE DESCRIPTION

As part of your enrollment in a Shriver Center service-learning placement, **you will be enrolled in PRAC 096**, a zero-credit, Pass/Fail course. This provides a record of your participation in a University sanctioned service-learning opportunity. Students who meet all of the requirements listed below will earn a Pass (P) grade in the Practicum, including a notation on their transcripts. **Students who fail to meet the requirements of the Practicum by the posted deadlines will earn a Fail (F) grade. Incomplete (I) grades** will not be granted unless specifically requested by the student prior to the last day of classes (Tuesday, May 12th) and are assigned at the discretion of the student's designated Service-Learning Coordinator. Please talk to a Program Coordinator if you have any questions.

APPLIED LEARNING THROUGH SERVICE

"Service-Learning is a form of experiential education in which students engage in activities that address human and community needs together with structured opportunities for reflection designed to achieve desired learning outcomes." (Dr. Barbara Jacoby, *Service-Learning in Higher Education*, 1996) Accordingly, key principles of Service-Learning are reflection and reciprocity.

The Student Learning Outcomes for Practicum 096: Community Service & Learning are:

- Increase awareness of community assets and needs
- Enhance sense of civic responsibility
- Strengthen critical thinking/problem-solving skills through critical reflection
- Increase self-confidence and competence
- Promote leadership development
- Explore skills needed to advocate for themselves and others

096 PRACTICUM INFORMATION

Task	Due date
Participate in 3-5 hours of community service per week , for a minimum of 30 hours per semester (unless otherwise indicated). Students are expected to attend their site weekly and consistently.	Tuesday, May 12th
Complete Service Learning Expectations and Learning Objectives Form with your Service-Learning Coordinator or service site supervisor. Access form here: http://shrivercenter.umbc.edu/096-community-service-learning-practicum/	Friday, March 27th
Complete the Basic Info profile on UMBCworks Click on EDIT underneath your current service, internship, co-op, or research placement. This will take you directly to the Basic Exp. Learning Information screen. To complete your Evaluations and Semester Report, click on the grey titles to the right of your experience on the Exp. Learning homepage. Access here: http://www.careers.umbc.edu/umbcworks .	Friday, March 27th
Complete All Service-Learning Reflection Questions on Blackboard. Responses should be at least 200 words in length. <ul style="list-style-type: none"> • Students must click "SUBMIT" for their entry to be received and for full credit to be given. Clicking "SAVE" will not submit the entry to Blackboard, and no credit can be given for these entries. • To ensure that your question has been submitted correctly, click on "My Grades" in Blackboard. These icons represent the status of your submission: 	Reflection Question 1: Sunday, March 8th, 2014 at 11:55 pm Reflection Question 2: Sunday, March 15th, 2014 at 11:55 pm Reflection Question 3: Sunday, March 22th, 2014 at 11:55 pm Reflection Question 4: Sunday, March 29th, 2014 at 11:55 pm Reflection Question 5: Sunday, April 5th, 2014 at 11:55 pm

<p>Other Information:</p> <ul style="list-style-type: none"> ● Check mark: You have successfully completed the Survey (Reflections 1 and 10). The survey is anonymous. You will see a check mark by your name after it is completed instead of a point value. ● Green exclamation point: You have successfully "SUBMITTED" your Blackboard response. If the entry meets the length requirements (at least 100 words), you will receive full credit for this response after it is graded. ● Clipboard: You have "Saved" your response but NOT submitted it to Blackboard. No credit will be given to "SAVED" responses. Return to your response, open it, and click "SUBMIT." 	<p>Reflection Question 6: Sunday, April 12th, 2014 at 11:55 pm</p> <p>Reflection Question 7: Sunday, April 19th, 2014 at 11:55 pm</p> <p>Reflection Question 8: Sunday, April 26th, 2014 at 11:55 pm</p> <p>Reflection Question 9: Sunday, May 3rd, 2014 at 11:55 pm</p> <p>Reflection Question 10: Sunday, May 10th, 2014 at 11:55 pm</p>
<p>Attend 2 Reflections Sessions. If you serve at a "Student Coordinator Lead Site" Then you will complete these reflections with your Site-Team.</p> <p>If not, you will need to attend two sessions from 3 series that are facilitated by Service-Learning staff. Each session within a series will be the same workshop. Each student must attend two reflection sessions from different series.</p> <p>If you do not attend two sessions and are not at a "Student Coordinator Lead Site" you must complete an Alternative Reflection Assignment. This will be sent out during the semester from the S-L Staff</p>	<p>Series One Dates:</p> <ul style="list-style-type: none"> ● Monday, March 30th : 12-1p in PUP 107; ● Wednesday, April 2nd: 12-1p in PUP 107 <p>Series Two Dates:</p> <ul style="list-style-type: none"> ● Monday, April 13th: 12-1p in PUP 107; ● Wednesday, April 15th: 12-1p in PUP 107 <p>Series Three Dates:</p> <ul style="list-style-type: none"> ● Monday, April 27th: 12-1p in PUP 107; ● Wednesday, April 29th: 12-1p in PUP 107
<p>Complete Student Evaluation and Placement Evaluation on UMBCworks. http://www.careers.umbc.edu/umbcworks</p>	<p>Tuesday, May 12th</p>
<p>Submit Service-Learning Time-Sheet as a record of service hours. Access time-sheet: http://shrivercenter.umbc.edu/096-community-service-learning-practicum/</p>	<p>Tuesday, May 12th</p>

Instructors:

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(410) 455-2493

Eloise Grose
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SERVICE-LEARNING TIMESHEET

STUDENT NAME: _____ EMAIL: _____ PHONE: _____

SERVICE PLACEMENT: _____ NAME OF SITE SUPERVISOR: _____

Service Week	Date and Total # Hours of Service	Date of Absence	Initials of Site Supervisor	Reason for Absence (i.e. site closure, student sickness, etc.)	Date of Make-up
* Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
Week 6					
Week 7					
Week 8					
Week 9					
Week 10					
Week 11					
Week 12					
* Extra Hours: for students who started earlier than Week 1					
Week for Make-ups					

TOTAL NUMBER OF HOURS SERVED AT PLACEMENT:

Please note:

- The Service-Learning commitment requires students to participate in 3-5 hours of service each week, for a minimum of 30 hours over the duration of the entire academic semester.
- Students are expected to attend their service sites on a consistent basis. Site closures (often due to inclement weather) do not count toward this allowance and students are not responsible for making up this time. Students should make-up all other absences.
- Students who do not meet expectations of consistent, timely service and/or less than 30 hours of service for the semester have not fulfilled the requirements of the 096 Practicum may not receive a passing grade.
- The timesheet must be signed by both the student and the site supervisor and submitted to The Shriver Center by Tuesday, May 12th.

I certify that I served during the hours recorded on this timesheet.

STUDENT'S SIGNATURE: _____ DATE: _____

I certify that this student has served the hours recorded on this timesheet.

SITE SUPERVISOR'S SIGNATURE: _____ DATE: _____

Year	Reporting Period <i>(circle one)</i>	
2015	Fall	Due: October
	Winter	Due: January ____
	Spring	Due: March __27__
	Summer	Due: August ____

*To build a quality relationship between the service-learning student and their community partner, students are responsible for meeting with their designated service site supervisor to complete this form. Students will then update their **Basic Info** profile on UMBCworks for the semester.*

Student name: _____ Email: _____ Phone: _____

Organization/Program: _____ Phone: _____

Service Site Supervisor: _____ E-Mail: _____

Service-Learner's Goals (To be completed by the service-learning student):

1. What do you hope to learn from this service-learning experience?

2. How does this service opportunity relate to your future academic/career/personal goals?

Community Partner's Mission (to be completed by/with the community partner):

1. Describe the mission of your organization.

2. What are at least two responsibilities/examples of how the service-learning student will assist in meeting the mission?

DAYS & TIMES SERVICE-LEARNER WILL BE ON SITE:

The site supervisor and service-learner have discussed goals and expectations as described above.

Service-Learning Student's Signature: _____ Date: _____

Organization/Program Supervisor Signature: _____ Date: _____