STEPS TO FOLLOW

1) Meet with an agency representative where you will be serving. Give him/her the Agency Manual.

2) Service-Learning Agreement:
   This agreement is to let your instructor know you have secured a placement and are in agreement about your position with your agency supervisor. You should turn it in to your instructor as soon as possible, in case s/he has concerns about the appropriateness of the placement. It is also a contract between the agency and SCCC, since the agency representative’s signature indicates that s/he has read the agency manual. **It is very important that you complete and turn in this form!**

3) Registration:
   Submit the **service-learning registration form** and the **college add/drop form***, (handed out during your classroom orientation)--the latter only if you want academic credit for your service-learning--to room BE1140 as soon as you secure a placement. The Coordinator will make contact with the agency, to offer assistance and clarify expectations. It is very important to hand this in; otherwise you may not receive credit for your service-learning work. (*In some classes the additional credit does not apply.)

4) Attend your agency’s orientation and/or training.

5) Begin service.

6) Reflection:
   Reflect consistently and thoughtfully on your service experience. Your instructor should provide you with specific opportunities for reflection, such as journal guidelines or reflective questions.

7) Service Hours:
   Complete the required hours, as well as any other assignments related to service-learning, i.e. journal, reflection paper, or presentation. Your time sheet (in this packet) will be used to verify your hours and should be turned in to your instructor a full week before the end of the quarter.

8) Evaluation:
   You should remind your service-learning supervisor to evaluate your work two weeks before the end of the quarter. (A mid-quarter discussion/assessment of your work is advisable. That would also be a good time to review and perhaps revise your initial goals.) You should complete your evaluation of the placement and return it to the Service-Learning office. (Forms for all evaluations are in manuals.)

9) Recognition:
   Smile and pat yourself on the back. You did a great job!