



Service Learning Enrollment Packet

Center for Service Learning and Civic
Engagement

Congratulations!

Service learning can change lives and the benefits are shared by both the “**receivers**” and the “**givers**” of the service.

Steps to Take Part in Service Learning

1. Meet with your instructor and investigate the service learning options for your class. Please note that your instructor may want you to be at specific sites.
2. Go online (www.hvcc.edu/servicelearning) and learn about the various sites for your class and choose a site you are interested in. **You must choose a site that is one of our Community Partners.**
3. Complete the application which will include meeting with your instructor and the community site coordinator.
4. Print out the Service Learning Community Service Log and track your hours of service. Acquire your site supervisor’s signature on this log at the end of your service and return this form to the Center for Service Learning and Civic Engagement in Marvin 105 before or at the end of the semester.
5. Submit the paperwork to your instructor as soon as possible. Paperwork must be submitted prior to the end of the **6th week of the semester**. The sooner you turn it in the better.
6. Go to work at the site, **applying your learning** and **making a difference**.

The recommended hours of service (typically 15 – 20 hours) must be completed prior to the last week of the semester (by the end of the 15th week).

To the Student

You are representing yourself as well as the college when you perform your service. You will be judged on your performance, your willingness to learn and /or change, ability to receive criticism, general attitude, and eagerness to perform the service. The service agencies and the Service Learning Office expect students to act responsibly, as representatives of HVCC, by showing up for scheduled service times, behaving in a professional manner, asking questions when there is an unfamiliar task or situation, receiving criticism with a positive attitude, following the policies and procedures of the agency and HVCC, and obeying the laws of New York State.

Instructors: Please submit the completed applications to David Van Aken (Marvin 105) as soon as possible.

For more information visit www.hvcc.edu/servicelearning or the new portal system. You may also contact **Kit Haynes**, Coordinator, at k.haynes@hvcc.edu, x4738 OR **David Van Aken**, Assistant Director, at d.vanaken@hvcc.edu or at x7231.

Service Learning Application

**Hudson Valley Community College
Center for Service Learning and Civic Engagement
Phone: 518-629-4738**

Email: k.haynes@hvcc.edu OR d.vanaken@hvcc.edu

Application due by 6th week of semester

Please print clearly

Student Name	Student ID H00_____
Address:	
Home telephone:	Business/Cell phone:
HVCC Email address:	
Birth Date:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Program of study:	Year in college:
Course Name:	Instructor Name:
Course Name:	Instructor Name:

Placement Confirmation

Site name:	Hours required:
Print site supervisor/coordinator name:	
List the primary activities this student is agreeing to engage in (complete with site supervisor/coordinator):	

Required Signatures

Site Supervisor	Date:
Student	Date:
Instructor	Date:
Instructor	Date:

To the Site Supervisor: Record keeping requires your signature before the student begins their volunteer placement. Follow up to their progress/completion will be requested via e-mail at the semester's end.

* Note: If you are under 18, you must do your community service on-campus.

