Course Description
Los Angeles Harbor College Service Learning Program is designed to engage students, faculty, college, and agency staff in an endeavor that combines organized community service with college coursework. As a Service Learning student you will complete volunteer work within your community and answer a series of questions (units 3-10 in the Service Learning Guidebook) regarding your volunteer experience that is turned in as a final paper, or Final Reflection paper.

The purpose of Service Learning is to enhance critical thinking and problem-solving skills, to give greater relevancy to the relationship, between classroom theory and practical application in the real world, and to encourage the development of collaborations that benefit the community. Examples of Service Learning sites include (but are not limited to): local adult day centers for Psychology 41 students, Habitat for Humanity for Architecture students, special needs elementary classrooms for CD students, campus and community Health Fairs for nursing students. A list of recommended sites is available for students, posted in the Resources tab of the online Etudes site.

The course offers one unit of transferable credit, credit/no-credit (pass/fail) and can be repeated up to two times (three times total).

Course Requirements
This class requires 10 hours of volunteer time at a local non-profit organization of your choosing, as well as participation in the online discussion forums and completion of the required forms and units (11 total) found in the Service Learning Guidebook. Aside from the volunteer time, this course is 100% online at www.myetudes.org.

The Service Learning Guidebook (J. Thomas-Spiegel & S. McMurray, 2007) is the only required reading, other than the Etudes modules, for SL100. Your sending instructor may assign additional readings through your sending class. You can download the Service Learning Guidebook as a pdf file from the Resources tab of the Etudes site or from the Service Learning webpage (http://tinyurl.com/74uqnm). It is also available for purchase from the LAHC Bookstore for $5. The course objectives are based on the assumption that you will read the entire Service Learning Guidebook; it is the main guide and tool for you the student and will help you begin to think about how your service in the community augments your learning in your sending or referring class.

Other requirements for the course include the following: basic computer skills (word processing, internet, e-mail, file mgmt), basic internet connection and skills (use of browser, searches, uploading and

Student Learning Outcomes (SLOs)
By the end of this course you will be able to:
1. Identify and demonstrate examples of civic responsibility
2. Create a reflection related to the SL course component and SL settings
3. Evaluate realistic scenarios requiring decision-making
4. Use ethical decision making in conflicting scenarios in the SL setting
5. Demonstrate observation skills
6. Report insight into your own behavior and that of others
7. Examine your role and effectiveness in the community
8. Evaluate personal biases and strengths in diverse settings
9. Summarize and synthesize the semester’s experiences
10. You will also be able to evaluate the SL as it relates to your accompanying academic or vocational course. You, the student, must maintain records, write journals, and complete the assignments in the required workbook.
downloading files), familiarity with discussion boards, and most importantly, an open mind and willingness to try new things.

**Resources**

For extra help in logging into the online course on etudes, go to the LAHC webpage [http://www.lahc.edu/haboronline.html](http://www.lahc.edu/haboronline.html) or contact the instructor.

Students requiring accommodations should contact the instructor as soon as possible or the Office of Special Programs & Services (DSPS) at 310-233-4629 or go to [http://www.lahc.edu/studentservices/sps/index.html](http://www.lahc.edu/studentservices/sps/index.html).

Etudes is now mobile with inTouch! For easy connection to your Service Learning 100 course (and all other Etudes courses) using your iPhone, iPod Touch or iPad, download the inTouch ap from the Apple store and log in with your existing Etudes username and password. (If your instructor can use it, so can you!)

**Dates & Deadlines**

**Service Learning 100 is a self-paced class** in which you will complete requirements for another course while at the same time completing the requirements for Service Learning. Beware of what “self-paced” means. It means you may complete assignments ahead of due dates but you will not want to delay your volunteer hours or your Final Reflection. The due dates are here to help ensure you complete everything on time. This course is designed to enhance your learning in another course, so waiting until the last minute will only cause more stress for you; you can always complete assignments before the due date with no penalty.

**REFER TO THE ETUDES MODULES FOR COMPLETE INSTRUCTIONS**

**OCTOBER 3:** Discussion 1 post in Etudes due. One week before each assignment deadline, there is a discussion due. This will help you stay on track to complete the course on time. If you do not login to Etudes and post Discussion 1 by this due date, you will be automatically excluded from the class.

**OCTOBER 10:** Assignment 1 due: Read the Service Learning Student Guidebook in its entirety. Complete and submit the preliminary forms (Orientation form, Assumption of Risk, Placement form) from the SL Guidebook. Once you have completed those forms, you may begin volunteering at the agency you have chosen. It is very important you turn in your forms PRIOR to commencing your volunteer hours; for reasons of liability I, as your instructor, need your written consent to participate off-campus and I need to know where you are going. You are not required to turn in to the SL instructor a copy of your TB test results.

**NOVEMBER 7:** Discussion 2 post in Etudes due.

**NOVEMBER 14:** Assignment 2 due: You should complete your 10 hours of service by this date and have a signed evaluation form from your agency supervisor. Any delays must be reported ahead of time to the instructor with an explanation and plan for catching up.

**NOVEMBER 28:** Discussion 3 post in Etudes due.

**DECEMBER 5:** Assignment 3 due: Turn in the final forms from the Service Learning Guidebook (signed Timesheet, signed Agency Evaluation, Feedback form) as well as the Final Reflection. **Your Final**

**GRADING POLICY**

The Service Learning 100 course is credit/no-credit. You will receive 1 unit of credit when the following is met:

✓ Completion of the minimum 10 hours of volunteer service;

✓ Receipt of a satisfactory evaluation from the agency at which you volunteer;

✓ Completion of Final Reflection (final paper answering units 3-10 from the SL Guidebook).

★ Credit will only be given if the 3 criteria listed above are met.

★ All discussion posts / assignments are due by 12am midnight on the due date.

★ No materials or hours will be accepted after December 5, 2012.

This course follows all LAHC policies as described in the college catalog ([http://www.lahc.edu/classes/schedules.html](http://www.lahc.edu/classes/schedules.html)).
Reflection must be typed and must answer all questions from Units 3-10 thoroughly in essay format using complete sentences. A sample is provided in Etudes posted in the Resources tab. The forms and Final Reflection can be submitted electronically via Etudes or email, or in-person through the campus mail, attention M. LANGE.

FAQs
Q. Do I have to use the Etudes online classroom platform?
   A. Yes. The Service Learning course is an online course, where all but your time volunteering will be spent.

Q. How do I know what my choices are for agencies?
   A. A list of current agencies is provided in the resources tab on http://myetudes.org.

Q. Can I choose an agency that is not on the Agency List?
   A. Yes. However, all such requests must be pre-approved by the SL Instructor.

Q. If I know where the agency is located, can’t I just show up?
   A. No. Agencies require that you call ahead and set a time to come for your orientation.

Q. What if I live far away from the agencies on the list?
   A. Other arrangements can be made on an individual basis. You must have approval before you use an outside agency.

Q. I am really busy. What if I run out of time to do the service? Can I still earn credit?
   A. Unfortunately, you must complete a minimum of 10 hours to earn the one unit of credit. This is one reason you should plan ahead and begin your service earlier in the semester. (See dates & deadlines)

MOST OF YOUR QUESTIONS will be answered by going through the guidebook & online modules in order and completing the assignments. For any other questions, you may always ask your Service Learning instructor.