Mission
The purpose of Service Learning is to enhance critical thinking and problem-solving skills, to give greater relevancy to the relationships between classroom theory and practical application in the real world, and to encourage the development of collaborations that benefit the community.

Student Learning Outcomes
1. Identify and demonstrate examples of civic responsibility
2. Create a reflection related to the course component and volunteer settings
3. Evaluate realistic scenarios requiring decision-making
4. Use ethical decision making in conflicting scenarios in the volunteer setting
5. Demonstrate observation skills
6. Report insight into his or her own behavior and that of others
7. Examine one’s role and effectiveness in the community
8. Evaluate personal biases and strengths in diverse settings
9. Summarize and synthesize the semester’s experiences
10. Students will be able to evaluate the volunteer experience as it relates to their accompanying academic or vocational course. Students must maintain records, write journals, and complete the assignments in this required workbook.
Table of Contents

Commit
  Unit One: Orientation Information

Contact
  Unit Two: Forms to get started

Communicate
  Unit Three: Civic Participation and Service to Others
  Unit Four: Journal Keeping
  Unit Five: Problem Solving in a Service Learning Environment
  Unit Six: Ethics in Service Experiences
  Unit Seven: Making Meaning of Observations
  Unit Eight: Self-Reflection
  Unit Nine: Making a Difference
  Unit Ten: Working in a Diverse Setting

Complete and Celebrate!
  Unit Eleven: Forms to Finish
**COMMIT – Unit One**  
**Orientation Information**

**Service Learning**
You will perform a volunteer service in the community that relates to your learning in the referring course. Many students are hands-on learners. We learn more by doing and seeing things directly, than listening to a lecture or reading a textbook alone. Through service-learning you are able to use the information you are learning in an accompanying course by participating in a project in the community.

**Your Responsibilities**
You are responsible for:
1. Completing all portions of this guidebook
2. Completing the service learning hours as arranged by the agency you are helping
3. Notifying the agency when you are attending your last session of service
4. Contacting your instructor if you have any questions or need help

**Using this Guidebook**
This guidebook is designed to provide everything you need to successfully complete your service learning and receive credit. As a textbook for this course, you need to read and follow each instruction and complete all exercises.

Forms as well as exercises are contained here. Make sure you answer each unit reflection prompt thoroughly, using complete sentences in essay/paragraph format. **NO HAND-WRITTEN SUBMISSIONS WILL BE ACCEPTED FOR CREDIT.** When you have completed your hours and guidebook, turn in all of your forms and reflection answers into your Service Learning instructor.

**Orientation**
Read and sign the orientation form in this guidebook. Once you begin your hours, most students find the experience very rewarding and even fun. So bear with the process to get started and prepare for an adventure in learning while serving.

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**CONTACT - Unit Two**  
**Forms to Get Started**

There are two sets of forms. The first set is required to begin your service-learning hours. Once you have filled in each of these forms, turn them in to your Service Learning instructor in order to proceed to the next step. The completion forms are in another section at the end of this guidebook.

**Orientation Form**
Sign, date, and keep the Orientation Form (found in this guidebook) to show the agency and instructor as requested. You are verifying that you have read, understand, and will comply with the “Responsibilities of Service Learning Volunteers” as outlined on the form.

**Placement Form**
Use this form to record you referring class and instructor information, your service-learning project/agency choice, and other contact information for the instructor and agency. This must be filled out prior to beginning your hours and shown or sent to your Service Learning instructor.

**Agency Forms**
Agencies often have forms to limit liability. Make sure that you have filled in any required forms for your agency.

Many agencies (schools and adult day care centers, for example) require clearance for tuberculosis. This is a simple skin test performed in the college Student Health Center (Café 110, 310-233-4520), or you may provide results of a current exam from your own doctor. TB tests must be within two years to be considered current.

**Timesheet and Contact Form**
After all the previous forms are completed and approved, you should enter the information on your timesheet and be sure to put phone numbers and names in a safe place for your future use. Remember, the agency may have additional forms or requirements in addition to those required for Service Learning 100. You may want to keep copies of any additional forms.

Be sure to give your supervisor at the agency contact information for your instructor.
Responsibilities of Service Learning

Commitment and Dedication:
A successful community service-learning program involves the cooperation and commitment of all involved. In order for your experience to be personally meaningful and beneficial to our communities, service providers are expected to be dedicated to following through on their service learning commitment in a professional manner. In turn, your commitment will be fully supported by both Los Angeles Harbor College program coordinators and community organizations sponsoring your involvement. Each community service provider agrees to work a specified number of hours, learn the policies and procedures of the sponsoring organization, complete all forms and logs necessary for program coordinators to track the progress of providers, and adhere to the regulations of the sponsoring agency.

Confidentiality:
In the course of your employment, the most important policy you are asked to follow is that of confidentiality. Those who come to us for assistance deserve the right to maintain their privacy. Therefore, any information you may learn about the course of your work must be kept in strictest confidence. Ignoring a person’s right to privacy will result in immediate dismissal from your service.

Infection Control:
In order to protect yourself and others, follow these simple rules:

• Wash your hands when you arrive, after using the rest room, before handling any food items, and before leaving; and
• If you are ill with any communicable disease, notify your supervisor that you will not be in to work.

Working through an illness is not helpful to your or the people you serve.

Your Responsibility on a Personal Level:
Service providers should dress in a manner appropriate to the job they will be performing. Be clean and neat. Use common sense. Please remember at all times that you are representing Los Angeles Harbor College. Demonstrate the behavior, language and attitude befitting a college student.

Documentation:
TIMESHEETS: Please sign in and out each day as you begin and end your service. This information allows the agency to track the hours you are serving their clients. Additionally, voluntary liability insurance only covers you during hours you are working with the agency. Therefore, if you are not signed in properly, you will not be covered should you have an accident. The timesheets provide the Service Learning instructor with valuable information and contributes to our efforts in sustaining this program. We would also like to communicate the contributions of this program to our communities through the media.

I HAVE READ THIS PAGE.

Student (volunteer) signature ___________________________ Date ______________________
PLACEMENT FORM

Semester/Year

Student Name: ___________________________ ID #: __________________

Address: ____________________________________________________________

City: ____________________________ State: __________ ZIP: __________

Student Phone Number: ________________________________

Referring Course and Section #: ___________________________

Example: Math 216, #3042

Name of Service Learning Instructor: ____________________________

____________________________________

Complete the section below with the agency supervisor and return to your Service Learning course instructor after your first visit.

Agency Name: ________________________________________________

Name of Supervisor: ___________________________________________

Student Start date: ____________________________________________

Agency Supervisor Signature/Title

Student Signature

I agree to accept the student named in this Placement Form and provide adequate
this service site.

I agree to the terms and conditions set forth in this Placement form and to perform my Supervision at
duties to the best of my abilities.

LOS ANGELES HARBOR COLLEGE

1111 Figueroa Place, Wilmington, CA 90744

(310) 233-4278
ACKNOWLEDGEMENT AND ASSUMPTION OF RISK

I, ________________________________________________ understand that there are risks involved in my participation in this voluntary service learning project including the risk of property damage, personal injury, or death and therefore, in consideration of my participation, I assume all risks and responsibility surrounding the project.

Furthermore, I agree to release, defend, hold harmless and indemnify the Los Angeles Community College District, its Board of Trustees, Officers, Agents, and Employees, individually and collectively, from and against all costs, losses, claims, demands, suits, actions, payments and judgments, including legal and attorney fees, arising from personal injuries, property damage or otherwise, however caused, brought or recovered against any of the above that may arise from or during or be alleged to be caused by my voluntary participation during this service learning project.

Participant’s Signature __________________________________________ Date ____________

Parent or Guardian’s Signature if participant is under 18 years of age __________________________________________ Date ____________

LOS ANGELES HARBOR COLLEGE
1111 Figueroa Place, Wilmington, CA 90744
(310) 233-4278

07/05-FORM SP-3
TB SKIN TEST (also known as Mantoux, P.P.D.)

Information, Questionnaire, and Consent Form

You are receiving a TB skin test to determine if you have the TB bacteria in your body. A tiny needle is used to place a small drop of solution under the skin of your forearm. A period of 48 to 72 hours is needed to permit the test to react properly. The test is positive (indicating the presence of the TB bacteria) if a raised area appears. A positive reaction may or may not mean the disease is active. All positive reactions will be referred for a chest x-ray.

Please circle the correct response to the following questions:

1. I have had the disease of tuberculosis (TB).
   YES  NO
2. I have taken medication for the disease of TB.
   YES  NO
3. I have had a skin test for TB infection in the past.
   YES  NO
   Date of last TB test: ____________
4. I have had a positive TB skin test in the past.
   YES  NO
5. I have taken medication for a positive TB skin test.
   YES  NO
6. I have had contact with someone known to have TB.
   YES  NO
7. I have had a chest x-ray for tuberculosis.
   YES  NO
8. I have had a TB skin test in the past two months.
   YES  NO
9. I have taken cortisone (steroids)/chemotherapy or immunosuppressive medication in the past month.
   YES  NO
10. I have received a B.C.G. vaccination.
    YES  NO
11. (Women only) I am pregnant.
    YES  NO

I have read the general information and hereby give my consent for this test. I know I must return to the Student Health Center for a reading within 48 to 72 hours.

Print Name: __________________________  Date of Birth: ____________
Date: ____________  Time: ____________

Address: __________________________  Street: ___________________
Apt. #: ____________  City: ___________________
State: ____________  Zip: ____________

Signature: __________________________  Phone: __________________

L/R Forearm: ____________  Site: ____________

Provider Signature: __________________________  Date Given: ____________
Date Read: ____________  mm indur: ____________  Results: ____________

IF POSITIVE, REFERRED TO: __________________________

Provider Signature: __________________________
CONSENT FOR MINOR – TB SKIN TEST
(also known as Mantoux, P.P.D.)
LOS ANGELES HARBOR COLLEGE
STUDENT HEALTH CENTER  310-233-4520
Information, Questionnaire, and Consent Form

You are receiving a TB skin test to determine if you have the TB bacteria in your body. A tiny needle is used to place a small drop of solution under the skin of your forearm. A period of 48 to 72 hours is needed to permit the test to react properly. The test is positive (indicating the presence of the TB bacteria) if a raised area appears. A positive reaction may or may not mean the disease is active. All positive reactions will be referred for a chest x-ray.

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   Date of last TB test: ____________
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8. I have had a TB skin test in the past two months.
9. I have taken cortisone (steroids)/chemotherapy or immunosuppressive medication in the past month.
10. I have received a B.C.G. vaccination.
11. (Women only) I am pregnant.

I have read the general information and hereby give my consent for this test. I know I must return for a reading within 48 to 72 hours.

Print Name: ___________________________ Date of Birth: ___________________________ Date: ___________ Time: ___________
Address: ___________________________ Street: ___________________________ Apt. #: ___________ City: ___________ State: ___________ Zip: ___________

Signature (Parent Signature): ___________________________________________________________________________ Phone: ___________________________

Provider Signature: ___________________________________________________________________________ Date Given: ___________ Site: ___________

Date Read: ___________ mm indur: ___________ Results: ___________

IF POSITIVE, REFERRED TO: ___________________________________________________________________________

Provider Signature: ___________________________________________________________________________
Los Angeles Harbor College  
Service Learning Program  
TIMESHEET 

Be sure to take your LA Harbor College ID with you to the agency.

Student Name: ______________________   Instructor: ______________________

Semester: _______  Location: ______________  Supervisor: ________________

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Verification must be made by the supervisor for each site visit.

OFFICE ONLY:

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When your hours are completed, this form must be shown to the Service Learning instructor.
COMMUNICATE – Units Three-Ten

Be sure to submit your typed final report using each of the unit labels and questions provided here. Your report, along with the forms should be submitted first to the Service Learning instructor through Etudes online, as an email attachment, or in person.

☐ UNIT THREE: Civic Participation and Service to Others
Answer these questions before you go to the agency:
1. How might your volunteer project be of service to the community and others?
2. Who will benefit from your service?
3. How do you think your project will relate to your referring course topics?

☐ UNIT FOUR: Journal Keeping
Each time you go to your service-learning project, keep a journal of basic information about your experiences. Keeping a good record will enable you to think about your experiences in terms of your own growth. Keeping a journal may be as simple as a list of dates and times, but the more you write about what you observe and what you think and feel, the easier it will be to put it all together at the end of your service. It is easy to forget things when the semester and your life start to get busy. It is also easy to forget about something that did not seem very important at the time, but may make more sense later.

Answer these questions:
1. How do you view your experiences at the agency?
2. Are your experiences at the service-learning project what you expected?
3. How do your experiences relate to current topics in your referring class?

☐ UNIT FIVE: Problem-Solving in a Service Environment
You are performing a service for someone who has already identified a need that you can help meet. Your role is to help, not to change the agency or situation. However, you will still be able to see areas of need at your service-learning project.

Identify and write about a problem or something that could be improved at your place of service learning and answer these questions:
1. Why do you think this is a problem?
2. For whom is it a problem?
3. Who would be the best person to help solve the problem?
4. How does this problem relate to the course content of your referring class?

Remember to keep adding to your journal as you continue your hours.

☐ UNIT SIX: Ethics in Service Experiences
Sometimes in the course of service learning, situations arise that fall outside of the usual role of a volunteer. What is someone in your class told you they had been asked to do something that is beyond the scope of their service, such as give someone a ride, file confidential papers, or had a child tell them about a problem?

Choose one of these situations or write your own similar scenario and answer the following questions:
1. What made you feel this request might be inappropriate?
2. Are there ethical guidelines related to your referring class course content that would apply?
3. How would you respond to the onsite supervisor making such a request?
If you have had a similar situation actually occur, please speak with the Service-Learning instructor or your referring class instructor immediately. Continue to record experiences in your journal pages.

**UNIT SEVEN: Making Meaning of Observations**

Sometimes we make assumptions about what we see. We may think someone is upset or rushing to judgments or stereotypes. For example, a child may seem to avoid eye contact. Does this mean that the child is lying, being abused, or from a culture that teaches children to respect elders by looking downward when speaking with them? Being a good observer means learning to be specific in what we see without adding too much of our own interpretation until we have more information. Start with what you see before you make judgments or assign meaning to what you see. Our observations should be verifiable (clear that they are facts that others would see as well).

Find a picture in a textbook, a magazine, online, or a photograph. Answer these questions (and be sure to include a copy of the image you choose in your completed reflection answers):

1. What do you see? (Do not interpret facial expressions or body language at this stage.)
2. How do you interpret what you see?
3. How are your interpretations supported by the picture?
4. How might someone else interpret what you see?
5. How can you be a better observer?

Look back at your service-learning journal entries. How have you been a good observer? Next time you go, see if you can improve your observation skills.

Here is a sample picture with some hints (you MUST choose a different picture for your reflection answer):

For example, how many people do you see here? What do their clothes look like, hair, glasses, etc.? About how old do you think they are? Why? What are they lying on? What time of year do you think it might be? Are they in sunlight or artificial light?

For interpretation, do they seem happy? (All of them or only some?) Why do you think they are or are not happy? What is your evidence? Where do you think they are?

**UNIT EIGHT: Self-Reflection**

Self-reflection provides us with an opportunity to look back at what we have experienced and think about the effect of what we have learned. It also gives us the chance to identify changes in attitude or behavior in ourselves or others.

Review the previous questions from other units and your journal to answer the following questions:

1. Who would have performed your service-learning duties if you were not there?
2. How were your experiences different than you expected before you started?
3. What did you learn about yourself?
4. How do your answers to these questions relate to your referring course?

□ UNIT NINE: Making a Difference
Most people are members of several communities. For example, they may identify themselves as Californians, Los Angeles Harbor College students, employees of a company, members of religious organizations, or part of a family or a group of friends.

Identify at least one community of which you are a part.
1. Describe that community.
2. What community do you serve at your service learning agency?
3. How does your service at the agency benefit one of the communities of which you are a member?

□ UNIT TEN: Working in a Diverse Setting
Most employers are looking for employees who can interact with people from many different backgrounds, languages, ages, abilities, and ethnic groups. Your experiences at the agency may have given you a chance to interact with people different than yourself.

1. Identify an example of diversity at the agency you served.
2. What did you learn that surprised or differed from what you expected?
3. How might you be able to use this experience/information in the future?
4. How has this helped you grow?

COMPLETE – Unit Eleven
Forms to Finish

1. The following evaluation form must be filled out by your agency supervisor and returned to the Service Learning Instructor before you will receive credit for the course.
2. You can help this program improve by filling out the Service Learning Course Feedback Form and turning it in to your Service Learning Course Instructor, or completing the equivalent in the online Etudes course platform.
3. Submit your complete reflection answers to your Service Learning Instructor (or to your referring instructor if that is what they prefer) for approval, as a paper copy or electronically via email or Etudes.
4. Your referring course instructor also has specific requirements you will need to follow according to their syllabus or other instructions. Speak with your sending instructor at the beginning of the semester for details.

CELEBRATE!
Thank you for your service to the community. Your contribution has been appreciated.
AGENCY EVALUATION OF STUDENT

This form is to be returned to the service learning instructor. If there are any concerns, the agency supervisor should call LA Harbor College directly or mail this form to the college Attn: Service Learning Program.

Name of Agency: ______________________  Name of Supervisor:__________________

Name of Student:  ______________________________ Date :  _____________________

On a scale of 0 to 4 (“4” representing the highest), please rate the service-learning student in the areas listed below by placing an “X” in the appropriate box.

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COMMENTS:_________________________________________________

___________________________________________________________

Name:_____________________________________Position:___________________

Signature:_________________________ Date:__________________________

LOS ANGELES HARBOR COLLEGE
1111 Figueroa Place, Wilmington, CA 90744
(310) 233-4278

07/2005
SERVICE LEARNING COURSE

FEEDBACK FORM

Return to your Service Learning Course Instructor or to the Service Learning mailbox in administration.

Name OPTIONAL: ___________________________________

1. I would recommend this course to other students. _____ Yes _____ No

2. I found additional needs at the agency that I think other students might be able to help with in the future. _____ Yes _____ No (If yes, explain.)

3. I think the course could be improved by:
FINAL APPROVAL FORM

STUDENT instructions:
1. Fill in your name, date, referring course section number, referring instructor, agency name, and sign.
2. Give the workbook to your referring course instructor to review.
3. The referring instructor will take this form and your timesheet to turn it in to the service learning instructor.

Student Name: ______________________________ Date: ________________________

Referring Course Section #: ________________ Instructor: ________________________

Agency: ___________________________________

I have completed my required minimum hours and the assignments in this workbook.

____________________________________________

Student Signature

REFERRING INSTRUCTOR instructions:
1. Confirm the workbook meets your requirements.
2. When you are satisfied with the student’s work, sign this form and the student’s timesheet and send them the Service Learning course instructor.
3. Once the SL course instructor receives these forms, he or she will verify completion of hours with the agency and return the confirmation slip to you.

This student has satisfied the referring course requirements.

____________________________________________

Referring Course Instructor Signature

-------------------------------------------------------------------------------------------------------------

Student Name: ______________________________

This student’s agency confirms completion of hours with a positive evaluation.

____________________________________________ Date: __________________

Service Learning Course Instructor Signature