



COMMUNITY SERVICE-LEARNING PROGRAM EXTRA CREDIT OPTION

Overview

Community-based learning (also referred to as “service-learning”) is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. It offers students an opportunity to explore the connections between the theoretical realm of the classroom and the practical needs of the community. The Community Service Center at American University provides the opportunity for students to participate in community-based learning through the **Community Service-Learning Program (CSLP)** extra credit option. Through CSLP, students, faculty and community partners work together in devising a community-based learning project that combines classroom study with active participation in the nonprofit sector, allowing students to receive an additional credit linked to a regular three- or four-credit course, after completing 40 hours of service work.

Student Obligations

The main requirement is that the project you carry out meets both the organization's needs and the learning objectives of the course. To participate in the CSLP extra credit option, you agree to the following:

- Discuss the nature of your community work as it pertains to course objectives with your professor prior to and during the semester. Your **professor must sign the CSLP contract** to obtain credit.
- Ensure that the supervisor at the site is aware of the course being taken and how it relates to the work being done.
- Attend an orientation session with the Community Service Center regarding your responsibilities to the program.
- Complete 40 hours of community service that is related to the course work and course objectives.
- Keep a log of your service hours which must be completed and signed by both your professor and supervisor at the placement site. The log will be turned in to the Community Service Center at the end of the semester.
- Complete an assignment agreed upon by your professor.
- Attend an evaluation session at the end of the semester to reflect upon the service-learning experience.

Note: If you enroll in the Extra Credit Option, and your total credit hours for that semester are not between 12 and 17 credit hours, you will be required to pay for the CSLP extra credit.

The Community Service Center assists the student in finding an appropriate placement for service-learning work. However, **the student is ultimately responsible for contacting the organization** and setting up the work and for the communication between the organization and the professor. After the CSLP Contract is completed and approved, the Community Service Center will forward it to the Registrar’s Office, which is responsible for posting the extra credit at the end of the semester. For additional questions or concerns, please stop by the Community Service Center, located in Mary Graydon Center, Room 273 or contact Marcy Fink Campos, Director, Community Service Center, (202) 885-1551 or mfcampos@american.edu.

Please return this contract to the Community Service Center by: Friday, September 11, 2009

Mary Graydon Center 273

Phone: 202-885-7378

Website: www.american.edu/volunteer

COMMUNITY SERVICE-LEARNING PROGRAM (CSLP) PARTICIPATION AGREEMENT

I. STUDENT INFORMATION:

Name: _____ AU ID: _____

Local Address: _____

Street address

Apt #

City

State

Zip code

Email: _____ Phone: _____

School/Major: _____ Year of Graduation: _____

II. ACADEMIC INFORMATION:

Course Name Course# Department/School

Professor/Faculty Instructor Email Telephone

III. COMMUNITY-BASED ORGANIZATION OR SCHOOL INFORMATION:

Agency Name: _____

Website (if available): _____ Main Phone Number: _____

Address: _____

Supervisor: _____ Email: _____ Phone: _____

Agency type (check all that apply):

Housing/Homelessness

Health

Hunger and Food

Education

Community Development

LGBTQ or Gender Studies

Senior Citizens

Mentoring/Companionship

Race and Ethnicity

Environmental

Global or International Issues

Other _____

Populations the organization reaches or serves (check all that apply):

Homeless

Low-income

Children

Women

LGBTQ

African-American

Asian

Latino

Caucasian

Other _____

Geographic areas the organization serves (if within the District of Columbia, please list quadrant and neighborhood):

IV. ISSUES ASSESSMENT:

On a separate sheet of paper, please type your response to the following questions. Each response should be at least a paragraph.

1. Briefly describe the community organization or agency where you will volunteer. Who does it serve? What is the mission of the organization? What is the role you will play in the organization and what will your responsibilities will include?
2. What is the course objective for your class? How do you think your service will complement that goal? What additional assignment will be required by your professor to help you integrate your community work with your classroom learning? (for example: a journal/blog, presentation, paper, video?)
3. In what ways do you hope your classroom and community experiences will help you personally develop in *at least two* of the following categories?
 - Political consciousness
 - Leadership development
 - Understanding social issues
 - Civic responsibility

IV. CSLP PARTICIPATION AGREEMENT:

NAME (PLEASE PRINT): _____

A. Student Agreement:

As a CSLP student, I agree to

- Perform my duties to the best of my ability.
- Adhere to organizational rules and procedures, including record-keeping requirements and confidentiality of organizational and client information.
- Be open to supervision and feedback which will facilitate learning and personal growth.
- Provide 24 hour notice if I am unable to attend.
- Complete at least 40 hours of work with the Community-Based Organization (CBO) or school.
- Attend an orientation at the beginning of the semester and an evaluation session at the end of the semester.

Student

Date

B. Professor Agreement:

I have reviewed this learning agreement with my student and grant my approval for him/her to integrate his/her community work with the learning objectives of my course, as part of the requirements for the 4th Credit Option for Social Action. I also agree to provide the Center for Social Justice with feedback on the 4th Credit Option for Social Action at the end of the semester.

Signature

Date

Course Name and Number

Email

C. Community Service Center Agreement:

Marcy Fink Campos, Director

Date

V. CSLP LIABILITY FORM:

NAME (PLEASE PRINT): _____

This participation agreement is designed to protect all participants in the Community Service Learning Program (“CSLP”), including members of the University community such as but not limited to students, faculty, staff and the agencies and individuals cooperating with the University in this program.

Students must sign this document, with parental or guardian permission if student is under eighteen (18) years of age, to indicate agreements with the terms and conditions herein.

I understand that participation in the CSLP at the above community agency is entirely voluntary and that any such service program involves some element of risk. I agree that, in consideration of the American University (“University”) sponsoring this activity and permitting me to participate, I will hold the University, its trustees, officers, employees or agents harmless for any injury, death or loss to person or property sustained by me while participating in or arising out of any travel or activity conducted by or under the auspices of the CSLP.

I agree to abide by the rules, regulations, procedures and policies of the University and the above community agency during my participation and to generally conduct myself in a safe and prudent manner.

I understand that the University requires that all students be covered by appropriate accident and medical insurance and that I am financially responsible for such expenses. My signature below verifies that I am enrolled in an adequate insurance program.

I give the University permission to use information about and any photograph or other likeness of me in any promotional materials or publications developed, published or otherwise distributed by the University related to the CSLP or consistent with the mission of the University.

By signing below, I hereby attest that I have read, understood and agreed to abide by the terms and conditions set forth in the CSLP Participation Agreement and will abide by any policies and procedures as set forth by the CSLP, and will complete 40 hours of service.

Student Date

Parent/Guardian (if student is under 18) Date

***Please return this contract to the
Community Service Center by: Friday, September 11, 2009 at 5:00 PM
Community Service Center
Mary Graydon Center 273
Phone: 202-885-7378
Website: www.american.edu/volunteer***