PLEASE NOTE:

- Contact your professor immediately if you are concerned about completing the required Service Learning hours.
- Use the SL Handbook relevant to the Valencia campus & semester you are enrolled in an East Campus Education Service Learning course.
- Handbooks from other Valencia campuses or previous semesters may be different and have outdated information.
- If the Service Learning hours are not properly documented and verified, then a grade of F will be given irrespective of the grade you have had.
- Students are required to use the enclosed forms and no other documents will be accepted in its place. Use one (1) Service Learning Verification Form per course; Using the same verification form for multiple courses or semesters is fraud and can result in suspension.
- No double dipping of SL hours; SL hours MUST be completed independently in total for each SL class. For example: if you are taking 2 classes with SL hours, one class requires 20 hours and another requires 10, you must complete a total of 30 hours and CANNOT count the same SL hours for 2 different classes.

You may find a copy of this Handbook and other important information about the East Campus TEP Service Learning at www.valenciaTEP.wordpress.com
At Valencia College East Campus, our Teacher Education Program (TEP) offers a full range of opportunities to prepare students with the knowledge, skills, and attitudes necessary to enter a Teacher Education Bachelor of Science (BS) program. We offer a unique program:

- Pre-majors in Early Childhood Education, Elementary Education, Secondary Education, and PE with a dedicated Teacher Education Advisor to assist students with TEP choices.
- Co-curricular and extra-curricular opportunities and clubs: Valencia Future Educators Club (awarded most Outstanding Organization by Student Development); Muslim Ambassadors for Peace (awarded most Outstanding Organization by Student Development); Collaboration opportunities with Peace and Justice Institute (PJI) and Career Action Distinction (CAD).
- Service Learning opportunities that replace field observations allowing students to earn a Service Learning medallion for graduation and designation on your diploma.
- Workshops and community service opportunities dedicated to teacher education topics and interests.
- Orientation and Award Ceremonies for TEP students each Fall and Spring semesters!

GLOSSARY OF TERMS IN TEP

**AA** – Associate of Arts

**CPS** – Community Partner School

**EC** – East Campus

**OCPS** – Orange County Public Schools

**PJI** – Peace and Justice Institute

**SL** – Service Learning

**SoU** – Statement of Understanding

**TEP** – Teacher Education Program, East Campus

**VDG** – Valencia Global Distinction

**VC** – Valencia College

**VFE** – Valencia Future Educators Club
SERVICE LEARNING DESCRIPTION

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. Service Learning allows students and faculty to blend educational goals with their passions.

MISSION

Service Learning creates opportunities for Valencia students, faculty, and staff to learn in partnership with the community and to develop competencies that relate to course content and promote the advancement of a socially responsible citizenry. Service learning is “a research based teaching method where guided or classroom learning is applied through action that addresses an authentic community need in a process that allows for youth initiative and provides structured time for reflection on the service experience and demonstration of acquired skills and knowledge” (Kaye, 2010, p. 9).

ESSENTIAL COMPONENTS OF SERVICE LEARNING

Academics | Students will improve their higher order thinking skills through analysis and understanding of complex problems. Students will connect the learning in the classroom to the service experience.

Pre-professional | Students will connect service to career exploration. Students will analyze their skill set growth related to potential careers.

Civic Engagement | Students will gain an understanding of the community organization and those it serves. Students will gain an understanding of their role as an active member of the society.

Personal | Students will experience personal growth through challenges and will develop new skills.

Reciprocity | Each Service Learning experience should benefit students and the community. Students are encouraged to identify a community agency.

DIFFERENT KINDS OF SERVICE LEARNING

According to Nitschke-Shaw and Ziesler (n.d.), Service Learning may take on different forms and students may complete their Service Learning in one or many ways:

Direct Service – Involves student action which fills the immediate needs of the community. Students learn from the experience of interaction and observation and not necessarily from the skills required for the service.

Indirect Service – Addresses community needs indirectly, typically through research, organizing, and/or administrative action.

Advocacy – Efforts result in eventual changes in the social, political or environmental conditions contributing to community needs.

BENEFITS OF SERVICE LEARNING

- LEARN through hands-on work in a non-profit community environment (school).
- EXPLORE career options, gain work experience and make job contacts.
- DEVELOP connections with people of diverse cultures and lifestyles.
- IMPROVE self-confidence by becoming an active citizen in your community.
- EARN recognition for service hours on transcripts and at graduation.
- MEDALLION completing 40+ SL hours receives bronze, silver or gold medallion to wear at graduation.
TEP SERVICE LEARNING REQUIREMENTS

Each TEP course will implement SL in a different way. However, there are common components to SL that each course will require, as suggested by the Valencia College SL initiative. Please consult with your professor about the specific requirements and due dates. Contact your professor immediately if you are concerned about completing the required Service Learning hours.

COMMON COMPONENTS

SL HOURS

This activity is the completion of the required SL hours.

- You may complete them all at once or over a period of time.
- These hours MUST be completed in their entirety by the due date specified by your professor. If you do not complete ALL the required hours, you will not pass the class!
- SL hours are woven throughout the course and a part of all the SL activities.
- If the SL hours are not properly documented and verified, then a grade of F will be given irrespective of the grade you have had.
- Students are required to use the enclosed forms and no other documents will be accepted in its place.
- Use one (1) SL Verification Form per course; Using the same verification form for multiple courses or semesters is fraud and can result in suspension.
- No double dipping of SL hours; SL hours MUST be completed independently in total for each SL class. For example: if you are taking 2 classes with SL hours, one class requires 20 hours and another requires 10, you must complete a total of 30 hours and CANNOT count the same SL hours for 2 different classes.

PRE-SERVICE ACTIVITY

This activity may occur before the SL hours begin. This may be in the form of an interview, research paper, reflection, guest speaker or class discussion.

REFLECTION ACTIVITY

This may be completed throughout the entire semester. Reflective activities may be in the form of journals, reflections, in-class discussions and checkpoints.

DEMONSTRATION & POST SERVICE ACTIVITY

This activity is usually completed at the end of the SL hours. Students will demonstrate their achievement in learning from the SL hours via an electronic presentation. This may be done in the form of a class presentation using PowerPoint, Prezi, Keynote or other electronic presentation applications. Your professor will specify exactly how to complete this activity and when it is due.
**K–12 Service-Learning Standards for Quality Practice**

**Meaningful Service.** Service-learning actively engages participants in meaningful and personally relevant service activities.

| Students identify, authenticate, and learn about a recognized community need. Student actions are reciprocal, valued by the community, and have real consequences while offering opportunities to apply newly acquired academic skills and knowledge. |

**Link to Curriculum.** Service-learning is intentionally used as an instructional strategy to meet learning goals and/or content standards.

| The process includes deliberate cross-curricular connections whereby students learn skills and content through varied modalities that meet academic standards, and enables the transference of skills and content to new applications. The content informs the service and the service informs the content. |

**Reflection.** Service-learning incorporates multiple challenging reflection activities that are ongoing and that prompt deep thinking and analysis about oneself and one's relationship to society.

| Students participate in systemic varied processes that integrate empathetic response with cognitive thinking related to social issues and their lives. This affective and cognitive blend deepens the service learning as students apply and transfer new understandings of themselves, others, and the world around them. |

**Diversity.** Service-learning promotes understanding of diversity and mutual respect among all participants.

| Student experience affords opportunities to form multidimensional understanding and varied points of view. This process allows students to gain perspective and develop mutual respect and appreciation for others, while replacing stereotypes with accurate information. |

**Youth Voice.** Service-learning provides youth with a strong voice in planning, implementing, and evaluating service-learning experiences with guidance from adults.

| Students experience significant age-appropriate challenges involving tasks that require thinking, initiative, and problem solving as they demonstrate responsibility and decision-making in an environment safe enough to allow them to make mistakes and to succeed. |

**Partnerships.** Service-learning partnerships are collaborative, mutually beneficial, and address community needs.

| Students participate in the development of reciprocal partnerships and share responsibility with community members, parents, organizations, and other students. These relationships afford opportunities to interact with people of diverse backgrounds and experience, resulting in mutual respect, understanding, and appreciation. |

**Progress Monitoring.** Service-learning engages participants in an ongoing process to assess the quality of implementation and progress toward meeting specified goals, and uses results for improvement and sustainability.

| Once students identify and authenticate the need, they use varied methods to observe and track change and improvement as they carry out the service learning process. Advancement toward intended or developing outcomes is examined, along with effectiveness of applied procedures and recognized mutual benefits. Findings are shared with stakeholders. |

**Duration and Intensity.** Service-learning has sufficient duration and intensity to address community needs and meet specified outcomes.

| The length of the experience allows for a complete and thorough process as articulated in the Five Stages of Service Learning, with age-appropriate content, skill development, and depth of material covered. |

---

Standards are reprinted with permission of the National Youth Leadership Council. Copyright © 2008 National Youth Leadership Council, St. Paul, MN. www.nylc.org. All rights reserved. Comments in text boxes are written by Cathryn Berger Kaye.

POLICY OF REQUIRED SERVICE LEARNING HOURS

FLORIDA STATUTE 1012.32 (2)(D)

Student teachers and persons participating in a field experience pursuant to s. 1004.04(5) or s. 1004.85 in any district school system, lab school, or charter school must, upon engagement to provide services, undergo background screening as required under s. 1012.56.

DEFINE SL HOURS

- SL hours are hours completed at one of our Community Partner Schools (CPS) as assigned by the responsible CPS contact. See TEP website for most updated list www.valenciaTEP.wordpress.com
- SL hours are completed during the dates of the SL course in which you are enrolled. SL hours completed BEFORE or AFTER the date of the course will not be counted.
- Attendance at the TEP Orientation and CPS Welcome Event may count for up to 3 SL hours, as allowed by your professor.
- Hours completed beyond the required amount for the course as designated in the course catalog will be counted as volunteer hours and NOT go towards SL recognition or medallion.
- Prior teaching experience or volunteer service will not count as part of your SL hours.
- SL hours are not tutoring or babysitting.
- No double dipping of SL hours; SL hours MUST be completed independently in total for each SL class. For example: if you are taking 2 classes with SL hours, one class requires 20 hours and another requires 10, you must complete a total of 30 hours and CANNOT count the same SL hours for 2 different classes.
- Specific SL requirements and due dates will be given to you by your professor.

AMOUNT OF SL HOURS

If you do not complete the required SL hours, you will not pass the course! Your verification form may be randomly verified. EDF2005 Intro to the Teaching Profession & EDF2085 Intro to Diversity for Educators = 20 hours each; other TEP courses, as designated by your professor.

SL AT COMMUNITY PARTNER SCHOOLS (CPS)

We recommend that you complete your SL hours at our CPS; we have agreements with these schools and they understand the scope of SL and its requirements. Your professor will direct you as to where you are able to go as appropriate for your particular class and class objectives. SL hours completed at schools outside our CPS are done at your own risk and with the approval of your professor.

VALENCIA STUDENT RESPONSIBILITIES:
The student understands and commits to:
- Attend an Education Orientation outlining TEP. Student may receive 2 SL hour credits.
- Attend a Welcome Event at CPS. Student may receive 1 SL hour credit.
- OCPS Background Screening APPROVAL REQUIRED. If not approved by OCPS, you may NOT complete your SL hours or pass the class.
- Contact CPS Volunteer Coordinator with required SL hours, grade level/subject preferred AFTER Background Screening approval AND AFTER attending TEP Orientation.
- Some schools may require you to provide a copy of your driver’s license.
- Complete SL hours at one of our CPS.
- Submit 1 SL Verification form per course documenting the SL hours by due date set by your professor.
- Complete all SL hours for each course independently of each other; NO DOUBLE DIPPING!
- Comply with CPS policies, standards and regulations.
- Serve in a professional manner, professionally dressed with respect for others & yourself, especially with regard to confidentiality.
- Arrive on time or notify the CPS of an illness or emergency.
- Take full responsibility for any risk of property damage or personal injury that may be sustained as a result of these activities.

CPS RESPONSIBILITIES:
The Community Partner School understands and commits to:
- Complete a Service Learning Community Partner Statement of Understanding.
- Host face-to-face or virtual Welcome Event for VC students to tour the school and understand the policies of volunteering.
- Inform TEP of your school’s needs.
- Place students with a teacher, department or program to address the need while student gains valuable experience and understanding of the intricacies of teaching.
- Discuss in advance with the student any need for change of placement or hours of service.
- While serving as a SL CPS, the student will not be asked to transport any person, be alone with any minors, be in any private home without a CPS representative, or violate the agreements set forth by the CPS or Valencia.
HOW DO I GET STARTED WITH MY SL HOURS?

Step 1: Complete Student Statement of Understanding (SoU)
Step 2: Choose Your School from approved list of Community Partner Schools
Step 3: Complete OCPS Background Screening – MUST complete BEFORE beginning SL hours!
Step 4: Attend a Welcome Event at the CPS (optional)
Step 5: Contact School Volunteer Coordinator to set up hours
Step 6: Complete your required amount of SL hours designated in the course catalog

STEP 1: COMPLETE STUDENT STATEMENT OF UNDERSTANDING (SOU)

Complete the Student Statement of Understanding (SoU) form found on the TEP website www.valenciaTEP.wordpress.com
Each student taking an East Campus TEP SL course will be required to complete an SoU each semester. It is an agreement that you as a Valencia College student in the East Campus Teacher Education Program understand the policies and requirements of Service Learning. The form will ask for your contact information in the case of an emergency, Community Partner School you will be serving and will ask you to acknowledge a few important responsibilities as a student taking Service Learning enhanced education courses in the TEP.

STEP 2: CHOOSE YOUR SCHOOL

• YOU MUST CHOOSE A SCHOOL BEFORE BEGINNING YOUR BACKGROUND SCREENING!
• Approved Community Partner Schools found on TEP website: www.valenciaTEP.wordpress.com
• Do not use a previous SL Handbook for CPS info as this may change from semester to semester. The TEP website has the most up-to-date information!

You may not randomly choose a school in Orange County or another county; our Community Partner Schools have been selected specifically due to their understanding and ability to help you with your SL hours. Please note: other Valencia campuses may allow you to choose any school for field observations; these are different than SL hours. PLEASE VERIFY WITH YOUR PROFESSOR WHICH SCHOOL YOU SHOULD CHOOSE, AS SOME PROFESSORS MAY HAVE SPECIFIC SCHOOLS THEY WISH TO WORK WITH FOR SL.

STEP 3: COMPLETE OCPS BACKGROUND SCREENING

All students will be required to have Background Screenings through Orange County Public Schools (OCPS) conducted during the term in which they are completing their SL hours, preferably within the first 1-2 weeks of classes. This process involves only a Background Screening and does NOT require fingerprinting. You may NOT set foot inside a school to complete your SL hours WITHOUT FIRST being approved by Orange County Public Schools. This process may take up to 1-2 weeks to be approved so begin this step IMMEDIATELY!

CHOOSE WHICH APPLIES TO YOU:

A
I have been approved more than 1 school calendar year ago for OCPS Background Screening and need to update my information:
Go to OCPS BACKGROUND SCREENING FROM PREVIOUS YEAR (next page)

B
I have an ACTIVE OCPS Background Screening from a previous semester within the last school year and need to change my school:
Go to ACTIVE OCPS BACKGROUND SCREENING NEED TO CHANGE MY SCHOOL (next page)

C
First time applying for OCPS Background Screening:
Go to FIRST TIME APPLYING FOR OCPS BACKGROUND SCREENING (go to page 10)
A

OCPS BACKGROUND SCREENING FROM PREVIOUS YEAR

If you applied and were approved in a previous year for an OCPS Background Screening, you do not need to complete the application again. Your Background Screening is only good for 1 calendar school year (August – July). You must update your Background Screening each year to remain active. Follow these steps to update your OCPS Background Screening.

1. Access the OCPS ADDitions School Volunteer site: https://www.ocps.net/es/cr/resources/Pages/ADDitions.aspx
2. Click the Blue Click Here button in the center of the page.
3. Click the orange Log In button at the top on the left side.
4. Log in with your user ID and Password. If you have forgotten this information, please contact OCPS, as the Valencia SL Liaison cannot help you with access to the OCPS site.
5. If you need to update your record, a screen will appear asking you to click here to update your safety questions. Answer questions honestly! This may take several minutes to update.
6. Once updated, your status should state active under your photo. You may begin your SL hours once your Background Screening status is Active!

B

ACTIVE OCPS BACKGROUND SCREENING NEED TO CHANGE MY SCHOOL

1. Access the OCPS ADDitions School Volunteer site: https://www.ocps.net/es/cr/resources/Pages/ADDitions.aspx
2. Click the Blue Click Here button in the center of the page.
3. Click the orange Log In button at the top on the left side.
4. Log in with your user ID and Password. If you have forgotten this information, please contact OCPS, as the Valencia SL Liaison cannot help you with access to the OCPS site.
5. Click the Search Opportunities tab at the top.
6. Click Volunteers Orange button.
7. To change the school, find the school name in the search by Schools bar.
8. Follow the instructions to sign up.
FIRST TIME APPLING FOR OCPS BACKGROUND SCREENING

If you have never applied for an ADDitions Volunteer OCPS Background Screening, follow these steps (initial application takes about 15 min):

1. BEFORE BEGINNING the process:
   - Review the OCPS Volunteer Eligibility Statement on page 11 in this handbook to make sure you understand what a Background Screening will reveal and what may disqualify you from being approved. If you feel your Background Screening will not be approved, please notify your professor, Service Learning Liaison and/or the Dean of Social Sciences and PE to discuss your concern. If you are not approved for your Background Screening, you will NOT be able to complete the course, as the SL hours are REQUIRED by the State of Florida.
   - Have your Government issued ID available (most likely Social Security AND Driver's License number).
   - Find a digital PHOTO of you! You will upload a photo of yourself during the process if you have a webcam on your computer. If you cannot upload or take a photo of yourself, you will have to take this photo when you go to the school's sign-in station; some schools do not have their camera equipment, so it may be best to add the photo when applying to best assure you will be able to enter the school upon your arrival.
   - Have the school name in which you wish to complete your SL hours; see the list of approved schools on the TEP website www.valenciatep.wordpress.com. You MUST choose from one of our approved Community Partner Schools and cannot choose just any OCPS school! (If you want to go to Horizons Learning Center, it is not listed; please choose Lawton Chiles Elementary School for now to complete the Background Screening.)
   - When completing the application, do so honestly. If you have been arrested, you must state as such! Do not lie; it will cause your application to become voided and you will not be cleared EVER. If you have been arrested, you may need to provide court documentation when completing the application. You may contact the Valencia College Service Learning Liaison, your professor, Dean of Social Sciences and PE or the OCPS office with questions.

2. PROCESS of applying to become an OCPS ADDitions Volunteer:
   - Go to: Go to www.volunteer.ocps.net
   - Click Volunteer Now.
   - Creating your new account:
     - Click the Green button Search Opportunities on the top left of the OCPS Volunteer Management System.
     - Then click the orange button that says Volunteers.
     - In the Search bar, type in the school in which you wish to complete your SL hours. Your school name should appear automatically underneath. Click search. If you are going to Horizon's Learning Center, this school is not on the list; type in Lawton Chiles Elementary School instead. They will get your name but you will not be completing your hours there.
     - Click on the blue View Details button under the ADDitions logo on the left.
     - Click the blue Sign up button under the ADDitions logo on the left.
     - Click the Blue Create a New Account button under the ADDitions logo on the left.
     - Click the Blue Create a New Account button under Don’t have a user login. This will take a few moments for the forms to load.
     - Review the 4 guidelines listed and then click the box I agree.
     - Click Next.
     - Enter an email address that you will check frequently; This will be your User ID. You do not have to use your Valencia email.
     - Create a password you will remember!
     - Click Next.

Filling out the Background Screening:
   - Add the information in the required fields in the next few frames.
   - In the Employment Information, please choose Currently a college student at Valencia.
   - Complete the rest of the required fields and safety questions. You must answer these questions honestly and may not go back once you have clicked Next.
   - Complete the remaining fields clicking the green SUBMIT APPLICATION button on the FINAL STEP screen.

3. VERIFY BACKGROUND SCREENING APPROVAL:
   - Wait a few days for OCPS to process the application!
   - Then log back into the OCPS ADDitions site.
   - You are looking for your profile and photo. When approved, the status under your photo should say active, approved or accepted.
   - If you have not seen your status change to the active/approved/accepted within a few days, please contact OCPS as listed on the contact us on the TEP website.
   - If you have not been approved within 1 week, please contact your professor AND the Valencia College Service Learning Liaison listed on the contact us page.
OCPS VOLUNTEER ELIGIBILITY STATEMENT

All volunteer candidates with OCPS are subject to a criminal history check. In Florida, the entire arrest record is revealed to school districts, including sealed and/or expunged records and military court proceedings. Applicants must disclose this information even if told differently by a lawyer, judge, or other law enforcement individual. If you were given this information by a judge then those written instructions would need to be provided to OCPS. Prior criminal records may or may not result in disqualification for volunteering; however, failure to disclose this information will disqualify you for volunteering. Information that must be disclosed includes any offense that occurred whether as a juvenile or adult; therefore all adult and juvenile offenses must be listed.

An applicant’s criminal history includes any offense for which the applicant posted bail; entered a pre-trial diversion program, pre-trial intervention program, teen or drug court or juvenile program; had adjudication withheld, was convicted or found guilty; was placed on probation; pled guilty or no contest; was jailed or imprisoned; or appeared in court; as a juvenile or adult. Sealed records, expunged records and military court proceedings must be disclosed. Note: DUI and reckless driving are criminal offenses.

The criminal offenses listed below will render applicants ineligible to volunteer with Orange County Public Schools.

WILL NOT BE ELIGIBLE TO VOLUNTEER – Felony charges/convictions including, but not limited to the following:

- Sexual misconduct with certain developmentally disabled clients and reporting of misconduct
- Sexual misconduct with certain mental health clients and reporting of misconduct
- Sexual misconduct with certain forensic clients and reporting of misconduct
- Adult abuse, neglect or exploitation of aged persons or disabled adults
- Murder
- Manslaughter, aggravated manslaughter of an elderly person, disabled adult, or child, or aggravated manslaughter of an officer, a firefighter, an emergency medical technician, or a paramedic.
- Vehicular homicide
- Killing an unborn child by injury to the mother
- Assault of a minor
- Aggravated assault
- Battery of a minor
- Aggravated battery
- Battery on a detention or commitment facility staff member
- Kidnapping
- False imprisonment
- Taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceedings
- Carrying a child beyond state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person
- Exhibiting a firearm or weapon within 1,000 feet of a school
- Possessing an electric weapon or device, destructive device, or other weapon on school property
- Sexual battery
- Prohibited acts of persons in familial or custodial authority
- Prostitution
- Lewd and lascivious behavior
- Lewd and indecent exposure
- Voyeurism or video voyeurism
- Arson
- Theft, robbery, robbery by sudden snatching, and related crimes if the offense is a felony
- Dealing in stolen property
- Carjacking
- Home-invasion robbery

FPS – KC – 10-4-11 former Hiring Statement doc. – Updated by CR as the Volunteer Eligibility Statement per Legal Services 8/22/12
STEP 4: ATTEND WELCOME EVENT AT SCHOOL (OPTIONAL)

Each Community Partner School hosts a Welcome Event; the event is usually 1 – 1 ½ hours and will give you relevant information about the school’s needs and its policies. It is highly recommended that you attend but it is not mandatory; YOU CAN EARN UP TO 1 SL HOUR, if the Volunteer Coordinator signs your Verification Form. The dates of the CPS Welcome Events are posted on the TEP website www.valenciaTEP.wordpress.com.

STEP 5: CONTACT SCHOOL

NOTE: DO NOT CONTACT SCHOOL UNTIL AFTER ATTENDING THE TEP ORIENTATION & YOU HAVE BEEN APPROVED BY OCPS FOR YOUR BACKGROUND SCREENING!

As soon as your Background Screening is approved or active, you may contact one of the partner schools. To verify if your Background Screening is approved/active, log into the OCPS website portal where you completed the Background Screening application. Under your photo and name you are looking to see what your status is; you are looking for Approved or Active.

Please contact the school(s) by their requested contact info, letting them know you are a Valencia College student. Some schools ask that you do not contact them via phone and only via email. FOLLOW THE INSTRUCTIONS LISTED ON THE TEP WEBSITE. If you contact the school via phone, DO NOT leave a long distance number (any number without a 407 or 321 area code); staff does not have long distance access.

TIPS FOR CONTACTING SCHOOLS:

✓ If calling, DO NOT leave a long distance phone number to return the call. Teachers cannot return long distance calls.
✓ State who you are and why you are contacting them.
✓ State when you are available and total hours you need to complete.
✓ If sending an email, state in the subject line: “Valencia College student Service Learning hours”
✓ If no one contacts you within two days, call or go to the school and ask to see someone. Faculty are very busy and you are not their primary responsibility. The schools love our Valencia students but have many responsibilities to attend to; be patient but do not allow more than a few days to pass before contacting them again! This is your responsibility to complete the required SL hours; you will not pass the class if you do not complete the hours, regardless of the reason!

SL students attend a Welcome Event at Lawton Chiles to sign up for SL hours and take a tour of the school. Each student who attends may earn up to 1 SL hour.

STEP 6: COMPLETE YOUR SERVICE LEARNING HOURS

Your professor will inform you of the specific hours that are required for your course as it is designated in the course catalog. Do not assume that SL hours are the same at other campuses. East Campus has a special Service Learning program that differs from other Valencia campuses.
TIPS FOR COMPLETING YOUR SERVICE LEARNING HOURS:

✓ **When completing your hours, get in & get out.** Recommended: minimum of 3 hours per visit.
✓ **Be on time.** When you schedule your time with a teacher, the teacher & the students are counting on you. If you must cancel, send an email BEFORE so the teacher is informed.
✓ **Dress appropriately:** Professional business attire is **required.** Avoid jeans, shorts, short skirts, low-cut tops, t-shirts, tight fitting pants/tops and sandals. Ask yourself, “Would I hire someone like me?” You may be returning for employment, so make a good first impression. Ask if you are unsure about the attire! Some schools will ask you to wear certain clothing depending on the atmosphere of the school and the activities in which you will participate.
✓ **Wear your Service Learning lapel pin.** Each student should receive a lapel pin. Valencia College is very proud of the service our students give to our community partners. Wearing the lapel pin will designate you as a Valencia College student and participant of this great program.
✓ **Respect each individual school’s policies;** please get a copy of them before beginning hours.
✓ **You can NEVER be left alone with a student, under ANY circumstance.** If a teacher or administrator asks you to do so, please decline and let them know you are not qualified.
✓ **No texting or using your cell phone.** Turn them off and put them away.
✓ **Use your time wisely.** Talk to the teacher; look at the curriculum/books & make it a fun experience.
✓ **Fill out the Verification of Hours form BEFORE asking for teacher’s signature. Bring it each time!** A teacher does not have time to fill in the form. The teacher should only have to sign their name, phone extension and email address. The Verification Form is on the last page of this Handbook; extra copies may be found on our website [www.valenciaTEP.wordpress.com](http://www.valenciaTEP.wordpress.com)
✓ If you are required to **interview a teacher,** do so at her/his convenience. Ask the teacher when it would be convenient for them to sit with you and answer a few questions. **DO NOT** email the teacher the questions and ask them to complete the form unless they request you do so. Teachers are very busy.
✓ **Look for artifacts to include in your portfolio.** You will need to include a minimal amount of artifacts: brochures, handouts, discipline plan, newsletters, lesson plans, and pictures.
✓ **BEFORE taking photos, get permission from the teacher.** Taking photos of students may not be allowed. Suggestion: take photos without faces of the students or of their backs so they cannot be identified. Don’t forget to take photos of you!
✓ **Valencia holidays and OCPS holidays are different;** make sure to get a school calendar to know when the school is closed and what holidays they are off.
✓ **Do not ask your professor for permission to skip her/his class so you may complete your SL hours.** Hours are to be completed on your time. Plan accordingly.
✓ **Standardized testing** months begin in March. Many schools do not want visitors or volunteers once testing begins. Plan accordingly.
✓ **Service Learning is Service + Learning!** Hence, it is very important that you draw connections throughout your SL experience between theory (key concepts in textbook) and practice (service in the classroom).
✓ **Say Thank You.**
ADDITIONS VOLUNTEER GUIDELINES:

- Volunteers must maintain strict confidentiality concerning information they see and hear concerning students and staff, including students’ grades, records, and abilities.
- Volunteers do not discipline students. Please report discipline problems to the teacher.
- Volunteers must always be supervised when working with students. They may not supervise a classroom or give permission for a student to leave a classroom. These are the teachers’ responsibilities.
- Volunteers agree to abide by School Board policy: ADC, Tobacco-Free Schools & Facilities
- Volunteers agree to report Child Abuse or Suspected Abuse to site administrator and the Department of Children and Families at 1.800.96ABUSE (1.800.962.2873).
- Volunteers may not give any medication to students.
- Volunteers do not diagnose student weaknesses and strengths, prescribe activities for students, or evaluate student progress.
- Volunteers’ discussions with teachers should not interrupt class time.
- Volunteers are not to bring preschool children into the classroom during instruction time.
- Volunteers’ comments should not be written on student papers that are to be sent home.
- Volunteers should not laugh at or belittle student answers or efforts.
- Volunteers should contact ONLY school staff members with any concerns regarding students.
- Volunteers are assigned only to staff members who request their services.
- Volunteers should set a good example for students by their manner, appearance, and behavior, and should be well-groomed and appropriately dressed.
- Comparing and criticizing teachers and students are not acceptable volunteer behaviors.
- Volunteers should be in good physical and mental health.
- Volunteers may not hold informal parent/teacher conferences or leisure conversations with staff members or other volunteers during volunteer time.
- Volunteers may not conduct personal business at school.
- Volunteers should never touch students in any way that is aggressive, disciplinary or sexual in nature.
- All volunteers must sign in and out at a location designated by the principal before proceeding to their volunteer site during and after schools hours.
- All volunteers or visitors must wear an identifying nametag approved by the school’s administration.
How We Treat Each Other
Our Practice of Respect and Nonviolence

1. Create a hospitable and accountable community. We all arrive in isolation and need the generosity of friendly welcomes. Bring all of yourself to the work in this community. Welcome others to this place and this work, and presume that you are welcomed as well. Hospitality is the essence of restoring community.

2. Listen deeply. Listen intently to what is said; listen to the feelings beneath the words. Strive to achieve a balance between listening and reflecting, speaking and acting.

3. Create an advice free zone. Replace advice with curiosity as we work together for peace and justice. Each of us is here to discover our own truths. We are not here to set someone else straight, to “fix” what we perceive as broken in another member of the group.

4. Practice asking honest and open questions. A great question is ambiguous, personal and provokes anxiety.

5. Give space for unpopular answers. Answer questions honestly even if the answer seems unpopular. Be present to listen not debate, correct or interpret.

6. Respect silence. Silence is a rare gift in our busy world. After someone has spoken, take time to reflect without immediately filling the space with words. This applies to the speaker, as well – be comfortable leaving your words to resound in the silence, without refining or elaborating on what you have said.

7. Suspend judgment. Set aside your judgments. By creating a space between judgments and reactions, we can listen to the other, and to ourselves, more fully.

8. Identify assumptions. Our assumptions are usually invisible to us, yet they undergird our worldview. By identifying our assumptions, we can then set them aside and open our viewpoints to greater possibilities.

9. Speak your truth. You are invited to say what is in your heart, trusting that your voice will be heard and your contribution respected. Own your truth by remembering to speak only for yourself. Using the first person “I” rather than “you” or “everyone” clearly communicates the personal nature of your expression.

10. When things get difficult, turn to wonder. If you find yourself disagreeing with another, becoming judgmental, or shutting down in defense, try turning to wonder: “I wonder what brought her to this place?” “I wonder what my reaction teaches me?” “I wonder what he’s feeling right now?”

11. Practice slowing down. Simply the speed of modern life can cause violent damage to the soul. By intentionally practicing slowing down we strengthen our ability to extend non-violence to others—and to ourselves.

12. All voices have value. Hold these moments when a person speaks as precious because these are the moments when a person is willing to stand for something, trust the group and offer something he or she sees as valuable.

13. Maintain confidentiality. Create a safe space by respecting the confidential nature and content of discussions held in the group. Allow what is said in the group to remain there.

Prepared by the Peace and Justice Institute with considerable help from the works of Peter Block, Parker Palmer, the Dialogue Group and the Center for Renewal and Wholeness in Higher Education

valenciacollege.edu/pji
WHO CAN I CONTACT FOR HELP?

<table>
<thead>
<tr>
<th>TEP website</th>
<th><a href="http://www.valenciaTEP.wordpress.com">www.valenciaTEP.wordpress.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Learning questions and OCPS</td>
<td>Social Science Department</td>
</tr>
<tr>
<td>Background Screening procedure</td>
<td>407-582-2436</td>
</tr>
<tr>
<td>Issues related to specific OCPS</td>
<td>407-317-3200 ext. 200-2932 or 200-2579</td>
</tr>
<tr>
<td>requirements and Background Screenings</td>
<td></td>
</tr>
<tr>
<td>Pre-majors in Early Childhood, Elementary</td>
<td>Dr. Yasmeen Qadri</td>
</tr>
<tr>
<td>Education, Secondary Education</td>
<td><a href="mailto:yqadri@valenciacollege.edu">yqadri@valenciacollege.edu</a></td>
</tr>
<tr>
<td>Pre-majors in Physical Education (PE)</td>
<td>Tammy Sabourin</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:tsabourin@valenciacollege.edu">tsabourin@valenciacollege.edu</a></td>
</tr>
<tr>
<td></td>
<td>Mark Collins, Dean of Social Sciences &amp; PE</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:mcollins68@valenciacollege.edu">mcollins68@valenciacollege.edu</a></td>
</tr>
<tr>
<td>TEP Faculty</td>
<td>Josh Goldstein – <a href="mailto:jgoldstein6@valenciacollege.edu">jgoldstein6@valenciacollege.edu</a></td>
</tr>
<tr>
<td></td>
<td>Lauri Lott – <a href="mailto:LLott1@valenciacollege.edu">LLott1@valenciacollege.edu</a></td>
</tr>
<tr>
<td></td>
<td>Jane Maguire – <a href="mailto:jmaguire1@valenciacollege.edu">jmaguire1@valenciacollege.edu</a></td>
</tr>
<tr>
<td></td>
<td>Amanda Molina – <a href="mailto:amolina12@valenciacollege.edu">amolina12@valenciacollege.edu</a></td>
</tr>
<tr>
<td></td>
<td>Dr. Kamran Qadri – <a href="mailto:sqadri3@valenciacollege.edu">sqadri3@valenciacollege.edu</a></td>
</tr>
<tr>
<td></td>
<td>Dr. Yasmeen Qadri – <a href="mailto:yqadri@valenciacollege.edu">yqadri@valenciacollege.edu</a></td>
</tr>
<tr>
<td></td>
<td>Sharon Skoloski – <a href="mailto:sskoloski@valenciacollege.edu">sskoloski@valenciacollege.edu</a></td>
</tr>
<tr>
<td></td>
<td>Anna Saintil – <a href="mailto:asaintil@valenciacollege.edu">asaintil@valenciacollege.edu</a></td>
</tr>
<tr>
<td></td>
<td>Dr. Dennis Weeks - <a href="mailto:dweeks@valenciacollege.edu">dweeks@valenciacollege.edu</a></td>
</tr>
<tr>
<td>Education Program Advisor</td>
<td>Micheline Maalouf</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:mmaalouf@valenciacollege.edu">mmaalouf@valenciacollege.edu</a></td>
</tr>
</tbody>
</table>

REFERENCES


Find copies of the Verification forms to complete for your SL courses on the TEP website: www.valenciaTEP.wordpress.com

SERVICE LEARNING VERIFICATION FORM  (SAMPLE)

Course: EDF2005  CRN: 88888  Student Name: Alexandria Martinez

1. Use one (1) SL Verification Form per course; using the same verification form for multiple courses or semesters is fraud and can result in suspension.
2. Fill out 1 line per 1 hour of service. If you have 20 hours of service, fill out 20 lines.
3. Complete the information BEFORE asking teacher to sign. Your supervising teacher should only have to sign the form.
4. The teacher must sign for each hour you have completed; ONE SIGNATURE FOR ALL HOURS IS NOT ACCEPTABLE.

ALL FIELDS MUST BE COMPLETED! Only 1 line per 1 hour!

<table>
<thead>
<tr>
<th>SL Date</th>
<th>SL Time in 1 hour blocks</th>
<th>School</th>
<th>Grade or subject</th>
<th>Teacher’s Name</th>
<th>Teacher’s email</th>
<th>Teacher’s phone/extension</th>
<th>Teacher’s signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1-1-17</td>
<td>Lawton Chiles</td>
<td>2nd</td>
<td>Ms. Smith</td>
<td><a href="mailto:s.smith@ocps.net">s.smith@ocps.net</a></td>
<td>407-555-5555 x13</td>
<td>S. Smith</td>
</tr>
<tr>
<td>2</td>
<td>1-1-17</td>
<td>Lawton Chiles</td>
<td>2nd</td>
<td>Ms. Smith</td>
<td><a href="mailto:s.smith@ocps.net">s.smith@ocps.net</a></td>
<td>407-555-5555 x13</td>
<td>S. Smith</td>
</tr>
<tr>
<td>3</td>
<td>1-1-17</td>
<td>Lawton Chiles</td>
<td>2nd</td>
<td>Ms. Smith</td>
<td><a href="mailto:s.smith@ocps.net">s.smith@ocps.net</a></td>
<td>407-555-5555 x13</td>
<td>S. Smith</td>
</tr>
<tr>
<td>4</td>
<td>1-1-17</td>
<td>Lawton Chiles</td>
<td>2nd</td>
<td>Ms. Smith</td>
<td><a href="mailto:s.smith@ocps.net">s.smith@ocps.net</a></td>
<td>407-555-5555 x13</td>
<td>S. Smith</td>
</tr>
<tr>
<td>5</td>
<td>1-1-17</td>
<td>Lawton Chiles</td>
<td>2nd</td>
<td>Ms. Smith</td>
<td><a href="mailto:s.smith@ocps.net">s.smith@ocps.net</a></td>
<td>407-555-5555 x13</td>
<td>S. Smith</td>
</tr>
<tr>
<td>6</td>
<td>1-5-17</td>
<td>Lawton Chiles</td>
<td>2nd</td>
<td>Ms. Smith</td>
<td><a href="mailto:s.smith@ocps.net">s.smith@ocps.net</a></td>
<td>407-555-5555 x13</td>
<td>S. Smith</td>
</tr>
<tr>
<td>7</td>
<td>1-5-17</td>
<td>Lawton Chiles</td>
<td>2nd</td>
<td>Ms. Smith</td>
<td><a href="mailto:s.smith@ocps.net">s.smith@ocps.net</a></td>
<td>407-555-5555 x13</td>
<td>S. Smith</td>
</tr>
<tr>
<td>8</td>
<td>1-5-17</td>
<td>Lawton Chiles</td>
<td>2nd</td>
<td>Ms. Smith</td>
<td><a href="mailto:s.smith@ocps.net">s.smith@ocps.net</a></td>
<td>407-555-5555 x13</td>
<td>S. Smith</td>
</tr>
<tr>
<td>9</td>
<td>1-5-17</td>
<td>Lawton Chiles</td>
<td>2nd</td>
<td>Ms. Smith</td>
<td><a href="mailto:s.smith@ocps.net">s.smith@ocps.net</a></td>
<td>407-555-5555 x13</td>
<td>S. Smith</td>
</tr>
<tr>
<td>10</td>
<td>1-5-17</td>
<td>Lawton Chiles</td>
<td>2nd</td>
<td>Ms. Smith</td>
<td><a href="mailto:s.smith@ocps.net">s.smith@ocps.net</a></td>
<td>407-555-5555 x13</td>
<td>S. Smith</td>
</tr>
<tr>
<td>11</td>
<td>1-5-17</td>
<td>Lawton Chiles</td>
<td>2nd</td>
<td>Ms. Smith</td>
<td><a href="mailto:s.smith@ocps.net">s.smith@ocps.net</a></td>
<td>407-555-5555 x13</td>
<td>S. Smith</td>
</tr>
<tr>
<td>12</td>
<td>1-10-17</td>
<td>Lake Nona High</td>
<td>10th Science</td>
<td>Ms. Brown</td>
<td><a href="mailto:b.brown@ocps.net">b.brown@ocps.net</a></td>
<td>407-555-5555 x29</td>
<td>B. Brown</td>
</tr>
<tr>
<td>13</td>
<td>1-10-17</td>
<td>Lake Nona High</td>
<td>10th Science</td>
<td>Ms. Brown</td>
<td><a href="mailto:b.brown@ocps.net">b.brown@ocps.net</a></td>
<td>407-555-5555 x29</td>
<td>B. Brown</td>
</tr>
<tr>
<td>14</td>
<td>1-10-17</td>
<td>Lake Nona High</td>
<td>10th Science</td>
<td>Ms. Brown</td>
<td><a href="mailto:b.brown@ocps.net">b.brown@ocps.net</a></td>
<td>407-555-5555 x29</td>
<td>B. Brown</td>
</tr>
<tr>
<td>15</td>
<td>1-10-17</td>
<td>Lake Nona High</td>
<td>10th Science</td>
<td>Ms. Brown</td>
<td><a href="mailto:b.brown@ocps.net">b.brown@ocps.net</a></td>
<td>407-555-5555 x29</td>
<td>B. Brown</td>
</tr>
<tr>
<td>16</td>
<td>1-10-17</td>
<td>Lake Nona High</td>
<td>10th Science</td>
<td>Ms. Brown</td>
<td><a href="mailto:b.brown@ocps.net">b.brown@ocps.net</a></td>
<td>407-555-5555 x29</td>
<td>B. Brown</td>
</tr>
<tr>
<td>17</td>
<td>2-20-17</td>
<td>Lake Nona High</td>
<td>10th Science</td>
<td>Ms. Brown</td>
<td><a href="mailto:b.brown@ocps.net">b.brown@ocps.net</a></td>
<td>407-555-5555 x29</td>
<td>B. Brown</td>
</tr>
<tr>
<td>18</td>
<td>2-20-17</td>
<td>Lake Nona High</td>
<td>10th Science</td>
<td>Ms. Brown</td>
<td><a href="mailto:b.brown@ocps.net">b.brown@ocps.net</a></td>
<td>407-555-5555 x29</td>
<td>B. Brown</td>
</tr>
<tr>
<td>19</td>
<td>2-20-17</td>
<td>Lake Nona High</td>
<td>10th Science</td>
<td>Ms. Brown</td>
<td><a href="mailto:b.brown@ocps.net">b.brown@ocps.net</a></td>
<td>407-555-5555 x29</td>
<td>B. Brown</td>
</tr>
<tr>
<td>20</td>
<td>2-20-17</td>
<td>Lake Nona High</td>
<td>10th Science</td>
<td>Ms. Brown</td>
<td><a href="mailto:b.brown@ocps.net">b.brown@ocps.net</a></td>
<td>407-555-5555 x29</td>
<td>B. Brown</td>
</tr>
</tbody>
</table>