Community-Based Learning Student Guide
Questions to Ask Community Partners

- Ask questions about:
  
  a. Location
  b. Safety
  c. Parking (i.e., is it free)
  d. Bus routes (if applicable)
  e. Orientation required (where, when, length)
  f. Training (individual, group, video)
  g. What do I need? (shot record, fingerprint, walking shoes, background check)
  h. What do I need to wear? (dress code)
  i. What kind of work will I do? (this is how you’ll find out if there may be work that you’re not physically able to do, uncomfortable with or unqualified for)

Also Remember To:

- Immediately identify yourself as a service learning student, when you make a contact with an agency person. (Note: do not identify yourself as a “community service worker”).

- If you are using email to correspond with an agency, be certain to write “Service Learning Student,” or “Volunteer.”

- Communicate with the community partner what you would like to learn while doing service learning at their site.

- Tell community partner the name of your service learning course.

- It is helpful to take your syllabus to the agency person so that they can see what course objectives you will be learning.

- Remember you must adhere to agency policy and procedure. For example you must observe the dress code.

NEVER transport persons, be left alone with minors or perform service learning in a private residence without a community partner representative.
Approaching the Volunteer Coordinator

- Introduce yourself.
- State your name and your program of study.
- Tell the Coordinator that you are a Service Learning student at GPC
- Tell the coordinator about your special interests

“Hi my name is Amanda. I am enrolled in a Psychology class at GPC and this semester, I need to complete 20 hours of service learning. My major is ................, I really enjoy working with kids, and I am good with arts and crafts.”

OR I am planning to be an accounting major and would enjoy learning about how you raise and manage funds.

OR I am planning on a career in the health field and would love some hands on experience.
Your Responsibilities as a Service Learner

v Represent GPC and the Office of the QEP well.

v Maintain professionalism: be punctual, observe dress code, avoid gossip, etc.

v Understand time commitments and tasks to fulfill them. **Give 24 hours notice if you cannot serve when scheduled.** Organizations and the people they serve are relying on you.

v Take your syllabus so you can share your learning objectives with the community partner.

v Be able to seek honest feedback.

v When in doubt, seek advice.

v Serve as ambassadors of goodwill for the GPC, the Office of the QEP, and your professor.

v Serve with enthusiasm and commitment.

v Participate in evaluation activities when asked to do so.
GPC Service Learning Information

Office of the Quality Enhancement Plan
Service Learning is housed within the Office of the QEP in the CA building on the Clarkston campus, suite 1300.

Office of the QEP
Georgia Perimeter College
555 N Indian Creek Drive
Clarkston, GA 30021

678–891-2305
engage@gpc.edu

Office of the QEP Staff
Dr. Sean Brumfield, sean.brumfield@gpc.edu
Executive Director

Mary Elizabeth Tyler, mary.tyler@gpc.edu
Community-based Learning Coordinator

Kia Osborne, kia.osborne@gpc.edu
Administrative Assistant

Community-based Learning Website
http://engage.gpc.edu

Additional Volunteer Websites
www.handsonatlanta.org
www.volunteermatch.org
www.idealist.org

Community-based Learning Forms
SERVICE LEARNING ENROLLMENT and AGREEMENT
1 – Complete the top section of the form
2 – Fill in the minimum hours required for your class at the bottom of the form
3 – Make sure there are three signatures: Student, Agency/Organization, Instructor
3 – Turn in the completed form to your instructor or to the QEP Office.
Online students fax to 678-891-3041

SERVICE LEARNING TIMESHEET
1- Record time each day that you serve and have your supervisor sign
2- Turn in the completed time sheet to your instructor.
Online students fax time sheets to 678-891-3041
Need Help?

Problem: The designated contact person no longer works with the community partner.

Solution: Ask the community partner who is the new volunteer coordinator. If you don’t get a response, move on to another community partner. Inform community-based learning coordinator.

Problem: Community partners aren’t responding

Solution: Call and e-mail every chosen community partner everyday for three days. If no response, choose another community partner. Students should choose multiple community partners that will meet their needs in case one partner does not respond. Inform community-based learning coordinator of community partners that do not respond.

Problem: The community partner is already full with service learning students.

Solution: Choose another community partner. Students should choose multiple community partners that will meet their needs in case one partner does not work out.

Problem: Student can’t find a community partner that works for them.

Solution: Student should contact the community-based learning coordinator for more help.

Problem: The work the student is doing is not meaningful or the student is not being treated with respect.

Solution: Notify the instructor and community-based learning coordinator IMMEDIATELY. The community-based learning coordinator will work to make sure the community partner understands the importance of the service for your class. If the student is still not treated with respect or given meaningful work, the student will need to find another community partner.

Problem: The student must drop or withdraw from the class or drop the service learning project.

Solution: Student MUST contact their community partner and community-based learning coordinator. The community partner needs to know not to expect the student.

Problem: The student would like to work with more than one community partner.

Solution: The student can work with more than one community partner. Just complete and sign an enrollment agreement for each community partner.

Contact the community-based learning coordinator:
678-891-2305 or email engage@gpc.edu