Service-Learning Information for Soc 3452

Education and Society

Professor Rob Warren

Fall 2016

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| Community-Engaged  Learning  Liaison | Monica McKay  240 Appleby Hall  612.624.6574  [siems005@umn.edu](mailto:siems005@umn.edu) | Service-Learning Website Support  ([csl.umn.edu](http://www.csl.umn.edu)) | Bruce McGuire  240 Appleby Hall  612.626.2044  [csl@umn.edu](mailto:csl@umn.edu) |

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| Community-Engaged Learning Requirement | You are required to do 2-3 hours of work per week with an approved community organization throughout the semester, for a total of at least 25 hours. |

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| Referral Process | Log in to the web site at [csl.umn.edu](http://www.csl.umn.edu). |
| Click the “view position catalog” link on your home page to review your service-learning options for this class. |
| Complete and submit the referral request form (accessed by clicking on the name of this course on your service-learning home page) by 11:59 p.m. on MONDAY, SEPTEMBER 12th. |
| Watch your U of M e-mail account for a notification that your referral request has been accepted (you should hear back by Wednesday, September 14th). |
| If your first choice request is declined, your second choice will automatically be submitted, and you will receive an e-mail notification when your request is approved. |
| When you receive this notification, you need to contact your approved organization to begin the application process and/or schedule your initial meeting with your supervisor. You should make this contact by Friday, September 16th. |
| *Please note that acceptance of your referral request is not a guarantee that you will be placed with that organization.* You will need to successfully complete any required application, background check, interview, and training processes before you can begin your service. |

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| Training Requirements | For this course, you are encouraged to attend one of the Center for Community-Engaged Learning’s pre-service training workshops, “Community Involvement in Practice” or “Critical Perspectives on Community Involvement.” You will receive extra credit points for attending this workshop. |
| You can find a schedule of these workshops and register at [www.servicelearning.umn.edu/trainings/slstudents.html](http://www.servicelearning.umn.edu/trainings/slstudents.html). |
| You must also complete any trainings or orientations required by your community-engaged learning organization. |

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| Logging Your Hours | You are required to log the hours you spend at the organization or working on your project on the web site at [csl.umn.edu](file:///\\files.umn.edu\CLA\Shares\CLAS\CCLC\240%20Appleby\Community%20Service-Learning%20Center\SL%20Course%20Folder\2013%20Fall%20Course%20Folder\Monica\Soc%204966W\www.csl.umn.edu), using the “Manage Hours” function. |
| Your supervisor will have access to your timesheets to approve your hours, and your instructor will also access this site to view your approved hours. |

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| Community-Engaged Learning Evaluation | At the end of the semester, you will be required to complete a survey, which you will access online at [csl.umn.edu](http://www.csl.umn.edu), about your service-learning experience. |

**Community-Engaged Learning Participant Agreement**

Before beginning your community-engaged learning experience, you need to read and agree with all of the following statements. This is part of the Referral Request form you will access and complete on the web site at [**csl.umn.edu**](http://www.csl.umn.edu). If you have questions about any of these statements, please discuss them with your instructor or your Center for Community-Engaged Learning (CCEL) course liaison. These are important expectations of you as a community-engaged learning student, and your community organization, your course instructor, and CCEL staff will expect you to live up to them throughout the course of this semester. ***This copy is provided so you have a record of the conditions you have agreed to as you begin your community-engaged learning experience.***

1. I agree to complete the community-engaged learning requirement for this course.
2. I will attend all meetings, orientation/training sessions, and reflection sessions as deemed necessary by my site supervisor and my course instructor.
3. In accordance with University policy, I understand that my official University of Minnesota e-mail account will be used for all e-mail communication between me, staff members at my community organization, my instructor, and CCEL staff, and I will check this account regularly throughout the semester. I also understand that my instructor will be copied on correspondence from CCEL staff throughout the semester.
4. I understand that my community organization will have access, via the [csl.umn.edu](http://www.csl.umn.edu) web site, to my name, UCard picture, e-mail address, and phone number, for the purpose of communicating with me.
5. If required for my course, I will use the timesheet function at [csl.umn.edu](http://www.csl.umn.edu) to keep an accurate record of the hours that I contribute at my community organization. I will check to make sure that my site supervisor has approved my hours by the last day of class when my instructor will review my timesheets.
6. I will complete the Post Service-Learning Evaluation of my community-based learning experience at the end of the term.
7. I will be punctual, responsible, appropriate, and professional. In the event of an absence or emergency, I will follow my community organization’s policies and procedures.
8. I will treat individuals at my community organization with respect, especially while interacting with people of a different race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.
9. I will adhere to the rules, regulations, and other requirements of my community organization in accordance with city, state, and federally mandated policies and procedures.
10. I will never report to my community organization under the influence of drugs or alcohol.
11. I will keep in mind that I am representing not only myself, but also my instructor, the Center for Community-Engaged Learning, and the University of Minnesota. I also realize that my participation in this community-engaged learning experience requires that I abide by the University of Minnesota’s Board of Regents policy: [Student Conduct Code](http://regents.umn.edu/sites/regents.umn.edu/files/policies/Student_Conduct_Code.pdf).
12. I understand that there are risks involved in doing community work and that the University does not assume any responsibility for injuries or loss to my personal property while I am participating in a community organization. I understand I should obtain health and/or personal property insurance if I do not have it.
13. I understand and acknowledge that my safety and well-being are dependent in part upon my acting responsibly to protect myself and others from personal injury, bodily injury, or property damage.
14. I will immediately notify my site supervisor, course instructor, and the Center for Community-Engaged Learning of any problems as soon as they arise.

**Community-Engaged Learning Opportunities**

***Public Schools***

**Murray Middle School** ([www.spps.org/murray](http://www.spps.org/murray)), 2200 Buford Ave., Saint Paul, 55108

Cindy Thrasher, Tutor Coordinator, 651.298.8740, ext. 45232, [cindy.thrasher@spps.org](mailto:cindy.thrasher@spps.org)

**Pratt Community School** ([pratt.mpls.k12.mn.us](http://www.pratt.mpls.k12.mn.us)), 66 Malcolm Ave. SE, Minneapolis, 55414

Jakki Kydd-Fidelman, Volunteer Coordinator; 612.668.1107, [jakki.kydd-fidelman@mpls.k12.mn.us](mailto:jakki.kydd-fidelman@mpls.k12.mn.us)

**Wellstone International High School** – [wellstone.mpls.k12.mn.us](http://www.wellstone.mpls.k12.mn.us) - 3328 Elliot Ave. S., Minneapolis, 55407

Quinn Nelson, Volunteer Coordinator, 612.668.5115, [quinn.nelson@mpls.k12.mn.us](mailto:quinn.nelson@mpls.k12.mn.us)

Gloria Cazanacli, After-School Activity Coordinator, 612.668.5236, [gloria.cazanacli@mpls.k12.mn.us](mailto:gloria.cazanacli@mpls.k12.mn.us)

***Alternative Schools***

**Plymouth Youth Center (PYC) Arts and Technology High School** –

([pcyc-mpls.org/welcome-to-pyc-arts-tech-high-school](http://pcyc-mpls.org/welcome-to-pyc-arts-tech-high-school)) – 2210 Oliver Ave. N., Minneapolis, 55411

Scott Ottmar, Tutor Coordinator, 612.643.2000, ext. 2020, [sottmar70@gmail.com](mailto:sottmar70@gmail.com)

***Charter Schools***

**Avalon School** – [www.avalonschool.org](http://www.avalonschool.org) – 700 Glendale St., St. Paul, 55114

Carrie Bakken, Teacher, 651.649.5495, ext. 205, [carrie@avalonschool.org](mailto:carrie@avalonschool.org)

**Banaadir Academy** – [www.mtsbanaadir.org](http://www.mtsbanaadir.org) – 1130 7th St. N., Minneapolis, 55411

Volunteer Coordinator, 612.326.7200, [volunteerbanaadir@emailmtcs.org](mailto:volunteerbanaadir@emailmtcs.org)

**Hiawatha Academies** – [www.hiawathaacademies.org](http://www.hiawathaacademies.org) –

1611 E. 46th St., Minneapolis 55407; 3800 Pleasant Ave. S., Minneapolis 55409

Shannon Gavin, Family Engagement Manager, 612.578.5198, [sgavin@hiawathaacademies.org](mailto:sgavin@hiawathaacademies.org)

**HOPE Community Academy** – [www.hope-school.org](http://www.hope-school.org) – 720 Payne Ave., St. Paul, 55130

Juavah Lee, Program Development Coordinator, 651.285.1564, [juavahlee@hope-school.org](mailto:juavahlee@hope-school.org)

**Laura Jeffrey Academy** – [laurajeffreyacademy.org](http://www.laurajeffreyacademy.org) – 1550 Summit Ave., St. Paul, 55105

Cassandra Quam, Administrative Assistant, 651.414.6000, [cassandraq@laurajeffreyacademy.org](mailto:cassandraq@laurajeffreyacademy.org)

**Minnesota Internship Center Charter High School (MNIC)** – [www.mnic.org](http://www.mnic.org) –

310 E. 38th St., Minneapolis, 55409; 2507 Fremont Ave. N., Minneapolis, 55411;

510 Groveland Ave., Minneapolis, 55403; 1821 University Ave. W., St. Paul, 55104

Amy Libman, Director of Student Support Services, 612.414.4777, [alibman@mnic.org](mailto:alibman@mnic.org)

**Venture Academy** – [www.ventureacademies.org](http://www.ventureacademies.org) – 315 27th Ave. SE, Minneapolis, 55414

Hannah Bech, Community Engagement Specialist, 484.680.6305, [hbech@ventureacademies.org](mailto:hbech@ventureacademies.org)

***Enrichment Programs/Social Service Organizations***

**East Side Learning Center** – [www.eastsidelearningcenter.org](http://www.eastsidelearningcenter.org) – various St. Paul school sites

Lauren Johnsen, Coordinator of Volunteers & Communications, 651.793.7364, [lauren.johnsen@spps.org](mailto:lauren.johnsen@spps.org)

**Hope Community –** [www.hope-community.org](http://www.hope-community.org) – 611 E. Franklin Ave., Minneapolis, 55404

D Hop, Youth Programs Manager, 612.435.1684, [dhop@hope-community.org](mailto:dhop@hope-community.org)

**People Serving People, Inc. –** [www.peopleservingpeople.org](http://www.peopleservingpeople.org) – 614 S. 3rd St., Minneapolis, 55415

Tom Golembeck, Volunteer and Development Associate, 612.277.0216, [tgolembeck@peopleservingpeople.org](mailto:tgolembeck@peopleservingpeople.org)

***Adult Education***

**AccessAbility** – [www.accessability.org](http://www.accessability.org) – 2205 E. Hennepin Ave., Minneapolis, 55413

Jen Reddig, Support Services Coordinator, 612.852.1882, [jreddig@accessability.org](mailto:jreddig@accessability.org)

**Hennepin County Library** – [www.hclib.org](http://www.hclib.org)

Minneapolis Central Library, 300 Nicollet Mall, Minneapolis, 55401

Beth Ashton, Volunteer Coordinator, 612.543.8817; [eashton@hclib.org](mailto:eashton@hclib.org)

Sumner Library, 611 Van White Memorial Blvd., Minneapolis, 55411

Natalie Hart, Librarian, 612.543.6883, [nhart@hclib.org](mailto:nhart@hclib.org)

Other library locations (Minneapolis neighborhoods and suburbs; adult and teen homework help programs)

Barb McKenzie, Volunteer and Internship Coordinator, 612.543.8579, [bamckenzie@hclib.org](mailto:bamckenzie@hclib.org)

**Hubbs Center for Lifelong Learning** – [www.spps.org/hubbs](http://www.spps.org/hubbs) - 1030 University Ave. W., St. Paul, 55102

Ruth Rodriguez, Volunteer Coordinator, 651.744.7611, [ruth.rodriguez@spps.org](mailto:ruth.rodriguez@spps.org)

**St. Paul Public Library** – [www.sppl.org](http://www.sppl.org) – various St. Paul locations

Wendy Neurer, Volunteer Coordinator, 651.266.7400, [wendy.neurer@ci.stpaul.mn.us](mailto:wendy.neurer@ci.stpaul.mn.us)

***Early Childhood Education***

**Community Action Partnership of Ramsey and Washington Counties** – [www.caprw.org](http://www.caprw.org) –

450 N. Syndicate St., Suite 35, St. Paul, 55104 and other Ramsey County locations

Erin Koegel, Volunteer Programs Coordinator, 651.603.5979, [ekoegel@caprw.org](mailto:ekoegel@caprw.org)

**Joyce Preschool** – [joycepreschool.org](http://www.joycepreschool.org) – 3400 Park Ave., Minneapolis, 55407

Natalie Ehalt, Program Manager, 612.823.2447, [natalie@joycepreschool.org](mailto:natalie@joycepreschool.org)

**St. Paul Early Childhood Family Education (ECFE)** – [ecfe.spps.org](http://www.ecfe.spps.org) – various St. Paul locations

Sherry Haaf, ECFE Coordinator, 651.744.4853, [sherry.haaf@spps.org](mailto:sherry.haaf@spps.org)

***Education Policy***

**Arc Greater Twin Cities** – [www.arcgreatertwincities.org](http://www.arcgreatertwincities.org) – 2446 University Ave. W., Suite 110, St. Paul, 55114

Michelle Theisen, Volunteer Development Manager, 952.915.3670, [michelletheisen@thearcgtc.org](mailto:michelletheisen@thearcgtc.org)

**Minnesota Education Equity Partnership** – [mneep.org](http://www.mneep.org) –

2233 University Ave. W., Suite 220, St. Paul, 55114

Brandon Smith, AmeriCorps Public Ally Program Associate, [bsmith@mneep.org](mailto:bsmith@mneep.org)

**MPIRG (Minnesota Public Interest Research Group)** – [www.mpirg.org](http://www.mpirg.org) –

2722 University Ave. SE, Minneapolis, 55414

Mahyar Sorour, Campus Organizer, 612.627.4035, ext. 306, [mahyar@mpirg.org](mailto:mahyar@mpirg.org)

**Neighborhoods Organizing for Change (NOC)** –[www.mnnoc.org](http://www.mnnoc.org) –

1101 W. Broadway Ave., Minneapolis, 55411

Amber Jones, Education Organizer, 612.246.3132, [amber@mnnoc.org](mailto:amber@mnnoc.org)

**BEFORE CHOOSING AN ORGANIZATION, IF YOU PLAN TO USE PUBLIC TRANSPORTATION TO GET TO YOUR SERVICE-LEARNING SITE, BE SURE TO PLAN OUR YOUR BUS ROUTE BY GOING TO** [**WWW.METROTRANSIT.ORG**](http://WWW.METROTRANSIT.ORG)**.** Be sure to plan a route from your starting point (campus or home) to the organization *at the approximate time you are hoping to volunteer,* since different bus routes run at different times of day.

**IF YOU ARE ALREADY VOLUNTEERING OR HAVE AN UNPAID INTERNSHIP WITH A NONPROFIT ORGANIZATION OR PUBLIC AGENCY AND WOULD LIKE TO CONTINUE WITH THAT AS YOUR COMMUNITY-ENGAGED LEARNING FOR THIS CLASS:**

When you go to the service-learning web site at [csl.umn.edu](http://www.csl.umn.edu), click on the course name on your home page to bring up the referral request form.

Look for **“CSL Alternative Organization”** in the drop-down menu for your first choice organization (it’s between CornerHouse and Dignity Center), then select **“Requesting a Position Not Listed – MM.”**

In the space provided to describe your reason for wanting to work with your first choice organization, you **must provide all of the following information:**

- the **name of the organization** you are working with;

- the **name, e-mail address, and phone number of your supervisor;** AND

- a **brief description** of what you do at the organization.

Monica will run your request by Professor Warren to make sure he agrees it is a good fit for the class. If he approves your request, Monica will set up the online system so you can record your hours with your organization throughout the semester. If you are working with an organization that has not used our online system before, Monica will follow up with your supervisor about approving your hours before the end of the semester.

**IF YOU ARE ENROLLED IN TWO COURSES THIS SEMESTER THAT HAVE A SERVICE-LEARNING COMPONENT AND YOU WOULD LIKE TO WORK AT THE SAME ORGANIZATION FOR BOTH CLASSES:**

Most students in this situation want to know, “can I use the same placement for both courses?”

The answer is often yes, as long as the work you’ll be doing at your service-learning site has a clear connection to the course content for both classes. If you are in this situation, ***contact Monica (***[***siems005@umn.edu***](mailto:siems005@umn.edu)***) and both of your instructors as soon as possible*** to begin the process of making sure your organization is approved for both classes and discussing how many total hours of service-learning will be expected of you during the semester. Please note that students in this situation are asked to do more than the minimum number of hours required for one class, but less than the total of the two requirements; for instance, if both classes require 30 hours of service-learning, you will be asked to complete a total of 45 hours for the two classes.

If this situation applies to you, when you e-mail your instructors and Monica, be sure to include the following information:

- your name;

- the names of the two courses you are in this semester; and

- the organization you are hoping to work with for both courses and a brief explanation of why you believe your work with that organization connects to both courses.

If your request is approved, y***ou should only record the hours you spend at the organization ONCE in the online system.*** Monica will tell you which course you should log your hours for, and also make sure that both of your instructors know how many hours you have completed by the end of the semester.