

## Participant Guide

The Service Learning Experience at Cape Fear Community College offers students in select classes the opportunity to volunteer at a Community Service Organization (CSO) as part of a class project.

### Mission

To integrate into a college curriculum course meaningful community service activities that:

- Provide opportunity to apply ideas and theories learned in class to a service-based experience;
- Foster self-awareness of the interconnectedness to the communities in which students live;
- Produce civic-minded critical thinkers poised to become productive and active members of the global community.

### Foundations for Success

A successful service learning project will include four basic elements:

1. The community service clearly relates to ideas and theories covered in the course;
2. The service meets a genuine need, either on a local or global basis;
3. The relationship between the College and CSO is reciprocal and productive;
4. Class assignments promote reflection and analysis of service work.

### Participating Organizations

Generally, the service experience takes place at non-profit, community-based organizations. On occasion, for-profit agencies participating in non-profit activities, may participate as a service-learning site.

### How can my organization participate?

CFCC maintains an online list of local non-profit or community-based agencies that are potential service learning sites for participating students. Community Service Organization representatives are always welcome to visit CFCC classes to discuss any volunteer opportunities at your agency. To add your agency to our

list of potential agencies or to schedule a class visit, please contact the Service Learning Coordinator at 910.362.7115 or [rhardin@cfcc.edu](mailto:rhardin@cfcc.edu).

### Student Application Process

All CFCC students who elect to participate in a service learning project must first apply directly to their chosen community-based organization. Each agency retains complete control over the screening and selection process of student volunteers/ service learners.

Once a student has been accepted by your agency, that student will furnish an agency representative with his/her [Service Learning Agreement](#). Once this agreement has been signed by the student, agency, and college, the student may begin counting his/her volunteer service activities at your agency toward a class project.

### Examples of Service Learning Work Assignments

Mentoring/ tutoring  
Filing, organizing, data entry  
Customer service care and support  
Technical support  
Grant writing  
Newsletter writing/editing  
Researching  
Volunteer Recruitment



CFCC Service Learners on a trip to help victims of Hurricane Katrina

## From Service Learner to Permanent Volunteer

The Service Learning Experience can serve as an excellent recruiting tool for any agency that relies heavily on volunteers. Students who participate may elect to remain as a permanent volunteer at that agency. Qualified students may also be able to continue service at the agency as an intern through CFCC.

## Service Learners vs. Student Interns:

### Service Learners:

A service learner performs community service for a college class project. Students must volunteer for a set number of hours, usually around 20 hours, and perform work that supports classroom learning. Students are limited to community service organizations or activities.

### Internships/Cooperative Education:

An intern is enrolled in a college course that requires an entire semester of work experience. Interns at CFCC must work at least 160 hours per semester. (Students may intern at community organizations, but are not limited to community service.)

## Participant Responsibilities

### Community Service Organization

- Provide CFCC with updated information about agency (contact information, hours of operation, etc.) as well as information about current needs and activities for service learners;
- Provide orientation that teaches students about the agency's mission, goals, and target clients;
- Provide supervision, feedback, and resources for student volunteers;
- Provide challenging work assignments designed to foster engagement in the community;
- Ensure a safe and secure working environment;
- Notify CFCC if issues or concerns should arise;
- Provide feedback that will help the college improve the Service Learning Experience.

### Course Instructor

- Design service learning projects and activities that clearly relate to the course objectives and allow for student reflection and engagement;
- Serve as a liaison between students, agency, and coordinator;

- Ensure students understand the process of volunteering for a class activity (required paperwork, forms, etc.) as well as your expectations of the volunteer service;
- Provide feedback to Service Learning Coordinator in order to improve the Service Learning Experience for all participants.

### Student Participant

- Be professional and fulfill all commitments;
- Provide feedback about the service experience and its relevancy to the course material and participate in class discussions;
- Be open to learning about cultures and lifestyles that may differ from your own;
- Speak with your supervisor if you are uncomfortable with or unsure about an assignment;
- Respect the confidentiality of the people served;
- Provide feedback to college to help improve the Service Learning Experience for all participants.

### Service Learning Coordinator

- Serve as a liaison between students, agency, and coordinator;
- Provide resources or guidance to student, community service organization, or faculty when needed;
- Maintain a current list of placement sites and contact information;
- Maintain records of service learning students, faculty, and courses;
- Resolve issues or concerns when needed;
- Analyze evaluations in an effort to improve the Service Learning Experience for all participants.

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### Student Testimonials

*"Stepping out of my comfort zone and reaching out to help others was an incredible way for me to take my perspective off myself and focus on the less fortunate."*

*"I learned that one person can make a difference and that with a true passion for life, one can accomplish great things."*

*"We were made aware of community needs and it is now our choice to determine how to help the community." "I can no longer ignore what's going wrong all around me."*