
Butte College Office of Service Learning & Volunteerism
Located in the Career Center
3536 Butte Campus Drive
Oroville, California 95965
Phone: (530) 895-2509
Fax: (530) 895-2530

http://www.butte.edu/servicelearning
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* Indicates a page that needs to be filled out and sent back to us at the BC Office of Service Learning. 3536 Butte Campus Dr., Oroville, CA. 95965. Or you may fax them to us at (530) 895-2530.
What is Service Learning?

Service Learning is an instructional methodology that combines community service with academic instruction, using reflection, critical thinking, and an emphasis on personal and civic responsibility.

There are several different models of service learning. Some common ones are the charity, justice, and citizenship models:

- The charity approach emphasizes promoting an ethic of community service.
- The justice approach attempts to help students become more aware of and committed to rectifying injustices.
- The citizenship model focuses on assisting students to learn how to become more adept at seeking solutions to social problems through the democratic process.

As a teaching method, service learning should include three essential elements, regardless of the model followed: meaningful student involvement in the community, service tied to course content and faculty-guided reflection on the service experience.

Young people are given the opportunity to learn and develop as leaders through active participation in thoughtfully organized service experiences that:

- Meet vital community needs.
- Are coordinated in collaboration with the school and the community site.
- Are smoothly integrated into each student’s academic curriculum.
- Provide structured time for a young adult to think, talk, and write about what he/she experienced during the actual service activity.
- Allows young people the chance to see knowledge acting upon real situations in their own communities.
- Enhance what is taught in the classroom by extending learning beyond the school building.
- Help foster the development of a sense of caring for others, hopefully resulting in a lifetime of community involvement and awareness.
Services Provided to Placement Sites from the Butte College Office of Service Learning & Volunteerism

- Communication with faculty/agency concerning project
- Student to agency placement
- Clarification of students’ course objectives
- Availability for questions, appointments, comments, suggestions, and assistance
- Provide resources on Service Learning & Volunteerism
- Provide the 2009 – 2010 New Agency Handbook, revised on a regular basis
- Troubleshooting
- On-site visits as needed
- Semiannual newsletter
- Sponsor special events
*** Faculty/Student/Agency/Expectations***

**What an agency may expect from student volunteers:**
- Promptness and proper notification of any necessary absence
- A schedule of participation days/times
- Regular attendance
- Respectful handling of confidentiality issues
- Willingness to stay for duration of an entire shift, unless arranged prior to duties.
- A positive attitude
- A willingness to speak with their supervisor if uncomfortable or uncertain about duties they are assigned
- Respect toward the agency’s environment
- Fulfillment of duties and responsibilities in a timely manner
- “Professional” feedback concerning the appropriateness of given and acceptance of supervision/feedback
- Openness to learning about other cultures

**What faculty may expect from the students, with respect to Service Learning:**
- Participation in an evaluation process and reflection
- Speak with their teacher if uncomfortable with developing on-site problems

**What students may expect from Instructors and staff participating in the Butte College Service Learning & Volunteerism Program:**
- Placement with an agency relevant with the students major or life career choice
- A clear understanding of what is expected of a student representing the Butte College Service Learning & Volunteerism Program in the community
- Orientation at the beginning of their service and debriefing at the end of their service
- Nomination of a recognition award for excellence in Service Learning at the end of each semester

**What an agency may expect from Butte College faculty:**
- The ability to contact faculty or the Service Learning & Volunteerism Program about the service project
- The learning objectives and limits for the students’ service work

**What faculty and students may expect from an agency:**
- Clearly expressed agency mission/goals so students may understand their roles in achieving those goals
- An orientation with the faculty
- Adequate training for assigned tasks and access to needed resources
- Participation in community partner workshops if scheduled for increasing awareness in and contributions to the field of Service Learning
- Supervision of students
- Appropriate feedback to students about their work performance
- Feedback to faculty about student performance in a timely fashion for grading purposes, and if a problem develops
- A safe, accepting work environment for students
- Reasonable hours within which students may perform their service
August 26, 2009

Dear Agency,

The Butte College Office of Service Learning & Volunteerism would like to thank you for participating in our program.

Attached is an evaluation form that is used to help improve our services and relationships with our students and community partners. Please use this form to copy and fill out for each Butte College Student volunteering as part of a Service Learning & Volunteerism service placement.

Information gathered from these forms is treated as confidential and are only viewed by Service Learning & Volunteerism staff. Your input will help us to improve our program to better meet your organization’s needs to benefit the community.

Please mail or fax us the evaluation upon completion of the student’s volunteer service.
Mail to: Butte College Service Learning at 3536 Butte Campus Dr. Oroville, CA. 95965
Fax: (530) 895-2530

<table>
<thead>
<tr>
<th>Please Circle the number that most accurately reflects your agreement with each statement below</th>
<th>Superior</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The college’s service learning students (service learners) were an asset to our agency/site</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>2. The college’s service learners were reliable and could be counted on to perform their assigned duties.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>3. The college’s service learners made my life as a supervisor easier</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>4. The amount of time needed to supervise the service learners is often burdensome</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>5. Our agency/site provided challenging, meaningful, and important tasks for service learners to accomplish</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>6. The college’s service learners made an impact on our agency’s efforts to meet community needs</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<tr>
<td>7. The work of the college’s service learners benefited our agency’s clients</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>8. We want to continue to have the college’s service learners work with our agency/site</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<tr>
<td>9. Overall, our agency is satisfied with the college’s service learning program.</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>10. There has been enough communication between the college’s service learning staff and our agency.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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</tbody>
</table>
Agency Evaluation of Student

Student Name ____________________________________________ Semester ___________________

Agency ____________________________ Supervisor ____________________________

Assigned duties of student: __________________________________________________________

________________________________________________________________________________

Does the Student come prepared for the assignment?    Yes    No

Was the student on time?      Yes    No

Does the student abide by agency rules and requirements?    Yes    No

<table>
<thead>
<tr>
<th>Please evaluate on a scale of 1 - 5</th>
<th>Superior</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Unable to Assess</th>
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<tbody>
<tr>
<td>Attendance (reports regularly and punctually)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Notification of Absences</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Is dressed appropriately</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Cooperation with other volunteers/staff</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Willingness to learn</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Communication Skills</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<tr>
<td>Problem-Solving Skills</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<tr>
<td>Responds creatively to criticism</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<tr>
<td>Understanding of people</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<td>5</td>
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<tr>
<td>Motivation/initiative</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<tr>
<td>Interest in project/agency</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<tr>
<td>Makes an effort to learn about the agency</td>
<td>1</td>
<td>2</td>
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<td>4</td>
<td>5</td>
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<tr>
<td>Performance/overall effectiveness of student’s service</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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</table>

What is your overall opinion of the work done by this student?

_____ excellent    _____ very good    _____ satisfactory    _____ poor    _____ unsatisfactory

_____ other: __________________________________________________________

Additional information you would like us to know:

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

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# Academic Calendar 2009-2010

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<th>June 2009</th>
<th>Jan 2010</th>
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<td>14 15 16 17 18 19 20</td>
<td>21 22 23 24 25 26 27</td>
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<tr>
<td>28 29 30</td>
<td>SUMMER SESSION (31 days)</td>
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<td>5 6 7 8 9 10 11</td>
<td>FINALS WEEK</td>
<td>12 13 14 15 16 17 18</td>
<td>13 14 15 16 17</td>
<td>20 21 22 23 24 25 26 27</td>
<td>6 7 8 9 10 11 12</td>
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<td>WINTER SESSION (16 days)</td>
<td>19 20 21 22 23 24 25</td>
<td>14 15 16 17 18 19 20</td>
<td>20 21 22 23 24 25 26 27</td>
<td>6 7 8 9 10 11 12 13</td>
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<td>26 27 28 29 30 31</td>
<td>LEGAL/LOCAL HOLIDAYS (10 days)</td>
<td>30 31</td>
<td>21 22 23 24 25 26 27</td>
<td>BUTTE-GLENN COMMUNITY COLLEGE DISTRICT BUTTE COLLEGE</td>
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BUTTE-GLENN COMMUNITY COLLEGE DISTRICT BUTTE COLLEGE

(Administrative and Classified Staff will work all days except legal and local holidays and specified days of vacation.)
**STUDENT: AGENCY SIGN-IN/OUT SHEET**

Butte College Service Learning & Volunteerism Program

Semester: _____ Fall _____ Spring _____ Summer _____ Year _____

I performed this service for:

Class: ___________________________  Instructor: __________________________

Student Name: ___________________________  Student ID #: ________________

Agency Name: ___________________________  Supervisor’s Name: ________________

Agency Address: ______________________________________________________

Agency Phone Number: __________________________________________________

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<tr>
<th>DATE</th>
<th>TIME IN</th>
<th>TIME OUT</th>
<th>DAILY TOTAL</th>
<th>SUPERVISOR’S SIGNATURE</th>
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TOTAL HOURS COMPLETED: _______________________

*I hereby verify that the above information is accurate.*

__________________________________________

Student Signature
Butte College Site Agency Information
Butte College Office of Service Learning & Volunteerism Program

Name of Organization:
Address(es):
Telephone:
Web site:
Mailing Address (If different from above):

Contact Person:
Title:
Telephone: (If different from above): E-mail Address:
Office Hours: Best Time to Call:

Please indicate if your agency is a:

☐ Government agency or ☐ 501C3#

Purpose of Agency:

Population/ages served:

Area served:

Agency expectations of students (duty/attitude description):

Any previous experience or qualifications required:
Describe any volunteer supervision:

Possible ways Butte College students could serve your organization/clientele:

Days/times available for volunteers:

Number of students (per day or shift):

Available for job shadowing?  □ Yes  □ No

Minimum commitment length:

One-time event or ongoing?

Orientation/training requirements:

Special needs/requirements:

Is your facility ADA compliant?  □ Yes  □ No

Signature: ____________________________________ Date: ____________

Please return to:

Magian Smith
Butte College Office of Service-Learning & Volunteerism
3536 Butte Campus Drive
Oroville, CA 95965
(530) 895-2509
(530) 895-2530 (fax)
smithma@butte.edu
Thank you in advance for your time in completing the Community Needs Assessment for 2009-2010. This will assist the Butte College Office of Service Learning & Volunteerism in developing and implementing service projects/placements within the community. Please send this Community Needs Assessment as soon as possible to:

Magian K. Smith  
Butte College Career Center  
3536 Butte Campus Drive  
Oroville, CA  95965  
Email: smithma@butte.edu  
FAX: 895-2530

What are, in your opinion, the three to five highest unmet needs in the community? (Ex. Literacy, homelessness, obesity, environmental, etc.)

1.____________________________________________________________________________
2.____________________________________________________________________________
3.____________________________________________________________________________
4.____________________________________________________________________________
5.____________________________________________________________________________

What can Butte College do to meet these needs?

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Butte College Policy on Service Learning Placements:

The following policy, approved by the Butte College Service Learning & Volunteerism Program Implementation Committee on January 4, 2000, is intended to assist faculty as they place students in service learning settings:

- The placement of students in a given organization is primarily for academic purposes, and therefore, does not constitute endorsement of that organization’s principles by Butte College.

- There may be occasions when a Service Learning student or the agency in which a student is placed decides to take action inconsistent with Butte College policy. Such individuals or agencies do so entirely on their own. They are not to state or imply any connection between these actions and the college. The placement should terminate if these actions seriously jeopardize the academic purposes of the placement.

- Service placements should have a range that is circumscribed by the content of the course, be of duration sufficient to enable the fulfillment of learning goals, and have the potential to stimulate course-relevant learning.

- All faculty are responsible for knowing and behaving in accordance with relevant Butte College regulations when placing students (or allowing students to place themselves) in service or service learning agencies, organizations, or environments.

The mission of the Butte-Glenn Community College District is to provide quality education and services to the community. This includes: degree transfer and certificate programs in lower division arts and sciences and in vocational fields; basic skills instruction, English as a second language, and support services that help students to succeed at the post-secondary level; educational alliances and partnerships with local and regional business communities in the interests of promoting economic strength, tracking workforce needs, and upgrading the workforce; adult non-credit education; and community service courses and programs.

The College is student-centered and makes use of innovative, flexible teaching methods and scheduling formats. It provides a cooperative organizational environment within which to work and seeks methods to accommodate the growing demand for student access to higher education.

Butte College has a strong institutional commitment to the principles of diversity. The college does not discriminate in its educational programs and activities on the basis of race, color, national origin, gender, age, disability, creed, religion, political affiliation, or veteran status.

If you have any questions or concerns about your volunteer placement or project, please do not hesitate to contact the Butte College Office of Service Learning & Volunteerism at 530-895-2509.
I, ________________________________, have received a copy of the Butte College Service Learning & Volunteerism 2009 – 2010 New Agency Handbook. I have read it and understand its contents.

__________________________________________
Name of Agency

(____)____________________
Phone Number

__________________________________________
Address

__________________________________________
Signature of Authorized Agency Representative

__________________
Date
EXPERIENTIAL EDUCATION PARTNERSHIP AGREEMENT

This Agreement ("Agreement") is entered into by and between the Butte-Glenn Community College District ("District") and ____________________________ ("Agency").

The Butte-Glenn Community College District is a public educational institution. References to "District" include all of the campuses within the Butte-Glenn Community College District ("BGCCD"), its officers, officials, employees, volunteers, students, agents, and assigns.

WHEREAS, District wishes to provide its students ("Students") with opportunities for all forms of learning or serving through off-campus experiences, including service learning, community service, and volunteering ("Services").

WHEREAS, Agency is willing and capable of providing a learning experience.

WHEREAS, District shall not be considered a business associate of the Agency under the Health Insurance Portability and Accountability Act of 1996.

NOW THEREFORE, District and Agency agree as follows:

1. Term: The term of this Agreement shall be from _________ to __________, unless further extended by amendment to this Agreement in writing, or earlier terminated as provided in Paragraph 8.

2. District Responsibilities: District shall advise its Students of the nature of the Services that the Agency needs according to information that the Agency provides. District shall not ensure Student’s suitability to provide the Services. The District may have access to the Agency to observe and evaluate the Student’s delivery of the Services. The District shall support the program and its objectives by providing support for Students and Agency staff as necessary and agreed upon in this Agreement.

3. Agency Responsibilities: The Agency shall provide the Students with safe working conditions within which to provide the Services. The Agency shall not direct or permit Students to undertake activities that may be risky or inherently dangerous. The Agency shall provide sufficient instruction and supervision to the Students so that the Services provided meet both the Students’ need to learn and the Agency’s needs. At District’s request, the Agency shall provide District with a written evaluation of the Services that each Student provides. The Agency agrees that the Services relationship that is established will be solely between the Agency and the Student, and that the District does not provide Workers’ Compensation insurance for Students unless required to do so under Education Code section 78249. The Agency shall be knowledgeable if California law requires the Agency to obtain Student’s fingerprints and submit them to the Department of Justice, and/or the Federal Bureau of Investigation, for a criminal background check, and it is the Agency’s responsibility to act as required by law.

4. Agency Right to Screen or Reject: The Agency shall retain the right at all times to screen Students before they deliver services and to reject the services of any Student.

5. Vehicles: Agency shall not permit Students to operate Agency vehicles or to transport items or persons on behalf of the Agency.

6. Indemnification: To the fullest extent permitted by law, each party shall defend, indemnify, and hold harmless the other, its agents, officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses, including but not limited to attorney fees and court costs, arising from the acts, errors, mistakes, omissions, work or service of the indemnifying party, its agents, employees, students or any tier of that party’s subcontractors in the performance of this
Agreement. The insurance requirements of this Agreement will not be construed as limiting the scope of this indemnification.

7. **Insurance:** The Agency shall maintain during the term of this Agreement General Liability Insurance with a limit of not less than $1,000,000 per occurrence for bodily injury, personal injury and property damage. The insurance policy(ies) shall be endorsed to name Butte-Glenn Community College District, its trustees, officers, agents, employees, and volunteers as additional insureds as their interest appear.

Prior to Students providing Services at Agency, Agency shall furnish the District with a certificate of insurance evidencing the coverage and limits required by this Agreement, at the following address:

Butte-Glenn Community College District  
Attn: Vice President of Administration  
3536 Butte Campus Drive  
Oroville, CA 95965

8. **Termination:** Either party may terminate this Agreement at any time upon thirty (30) days advance written notice to the other party prior to the termination date.

9. **Nondiscrimination:** The Agency shall not unlawfully discriminate, either in the provision of services or in employment, against any person on the basis of race, color, sex, religion, age, national origin, disability, or veteran's status. The Agency shall comply with all applicable laws relating to nondiscrimination, and equal employment opportunity.

10. **Assignments:** This agreement is not assignable by the Agency either in whole or in part, without written consent of the District.

11. **Authorized Signature:** Each party to this Agreement represents that the person signing this Agreement on its behalf is authorized by each respective party to do so.

12. **Miscellaneous:** This Agreement constitutes the entire Agreement between the parties concerning the matters contained herein and supersedes all other Agreements between the parties concerning such matters. No provision of this Agreement may be waived or modified except by writing signed by the party against whom such waiver or modification is sought.

**AGENCY**

Authorized Signatory: __________________________ Phone No.: ________________________________

Name: ______________________________________ Address: _________________________________

Title: ______________________________________ Placelement Coordinator*: ______________________

Date: __________________________

**BUTTE-GLENN COMMUNITY COLLEGE DISTRICT**

Authorized Signatory: __________________________ Date: __________________________

Name: Andrew Suleski

Title: Vice President of Administration

*Please provide the name and phone number of the placement coordinator for your Agency. Otherwise, the person signing on behalf of your Agency will be listed as the contact person. If you have multiple sites/coordinators, please attach a list.