

Service Learning



NJIT



Service Learning Program


Welcome to the Service Learning Program, an extension of NJIT's Division of Career Development Services. We hope that your experience with the program will prove to be a positive one, for both yourself and the community agencies. We welcome all suggestions and feedback.



Introduction




**Service Learning
Procedure: Step I**



**Service Learning
Procedure: Step II**



**Service Learning
Procedure: Step III**



**Service Learning
Procedure: Step IV**



Contact Information



Introduction

Congratulations!!

You are about to embark on a new and exciting learning experience. By selecting a community service agency as part of your course assignment, you will be involved in a meaningful community service project. This will allow you to experience academic success, personal fulfillment, career growth, and to integrate academic theory into a realistic project.

This community service activity is sponsored by the NJIT Service Corps and is administered by the Division of Career Development Services, Community & Public Service Program. The NJIT Service Corps is comprised of NJIT students, faculty, and staff who are committed to improving the quality of life for the citizens of Newark, the State of New Jersey, and the region.



Introduction (cont'd)

What is Service Learning?



Introduction (cont'd)

Service Learning is.....

.....the education that occurs through a student's direct involvement with projects designed to meet specific community needs. Service Learning projects are not limited to direct services to people in need. They focus on the application of technical skills, and/or academic-based knowledge concerning the operations of a community service agency. Community refers to the local neighborhood, state, regional, national, or international community.



Introduction (cont'd)

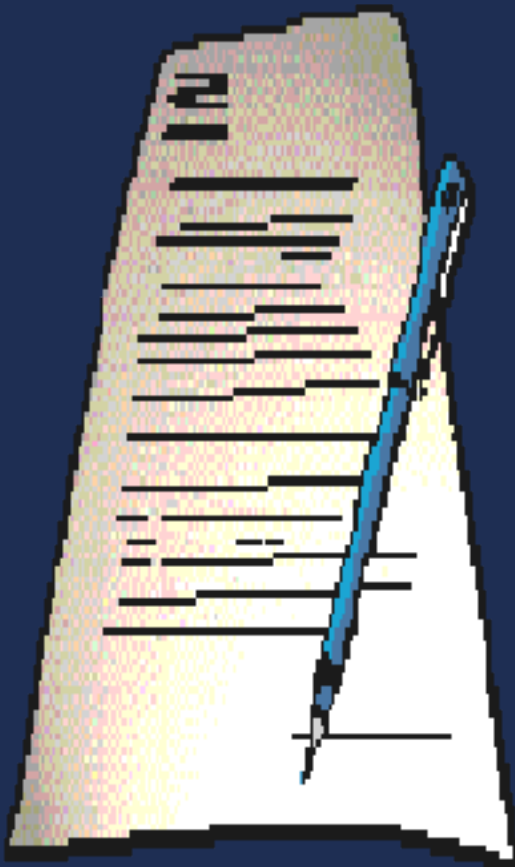
The Purpose of Service Learning

Service Learning allows students to complete a community service activity or project that is incorporated into their studies. The program provides students with opportunities to be actively involved in the community, learn about the community needs, develop commitments to helping others, and tests academic theory in a practical manner.



Service Learning Procedure: Step I

Forms That Must Be Completed



- **Service Learning Registration Form**
 - Students must include their Professor's name and Course Section
- **Position Description Form**
 - The Agency must include their address, phone number, email and a contact person



Service Learning Program

Student Registration Form

STUDENTS: Please complete this form to register for the Service Learning Program. This form **must be returned** to:

**Career Development Services, Community and Public Service
New Jersey Institute of Technology
University Heights
Newark, New Jersey 07102**

Phone: (973) 596-3100 Fax: (973) 596-6364

Name: _____ NJIT ID #: _____

Phone: () _____ E-Mail: _____

Address: _____

Freshman Sophomore Junior Senior Graduate

Major: _____ Class: _____

Professor: _____ Section: _____

Local Preference: Newark Essex County Other: _____

Do you have your own means of transportation? Yes No

Expertise: _____

.....

Agency Name: _____

Agency Address: _____

Student Supervisor: _____ Phone: () _____

Email: _____

Evaluation sent: _____ Evaluation recv'd: _____

Please Print

Spring 2009

Service Learning Program Position Description Form

AGENCIES: Please complete this form to describe the position available for NJIT Service Learning students. This form must be returned to: Division of Career Development Services, Community and Public Service, New Jersey Institute of Technology, University Heights, Newark, NJ 07102.

FAX: (973) 596-6364.

Please Type or Print

Date: _____ Organization Web Address: _____

Organization Name: _____

Organization Address: _____

Phone No: _____ Fax No: _____

No. of Positions Available: _____ Will position be available next semester? _____

Service Learning Position Title: _____

Name of student applying for the Position: _____

Position Description: _____

Skills Required: _____

Can the student work on the weekends? _____ Yes _____ No

Position Supervisor: _____

E-mail Address _____

Service Learning Procedure: Step I

NOTE

THE ABSOLUTE LAST DAY
for REGISTRATION &
PROJECT APPROVAL is

February 13, 2009



Service Learning Procedure: Step II

Agency Referrals And Interviews

- **Referrals**

- The Student will choose two or three referrals from our database, add selection to cart and submit. Students will then be contacted via email by CPS staff to receive the contact information for the agencies selected.
- Should student select an agency** that is not listed in our database, a position description form must be submitted via email for approval. All forms must include a supervisor's name, phone number and email. CDS reserves the right not to accept a proposed site.

****An Agency is a non-profit organization with an existing 501C 3 or a public institution with tax exempt status****



Service Learning Procedure: Step II

Agency Referrals and Interviews (cont'd)

- A Community and Public Service Staff person must approve all service learning sites.

****A FAXED FORM IS NOT CONSIDERED
APPROVAL****



Service Learning Procedure: Step III

The Mid-Way Point

- Mid-way through the semester, all students on the Community & Public Service roster will receive an email
 - This will serve as confirmation of
 - The location of the project
 - To make sure that student has not changed sites without approval or that you have not dropped the course
 - The number of service hours completed



Service Learning Procedure: Step III

The Mid-Way Point (cont'd)

- Students will be reminded that they must follow up with their Supervisors regarding their evaluations
- Evaluations will be emailed to the agency Supervisor April 20th and are due back May 1st .
- Community Service is 25% of the student's grade
- An evaluation will be emailed to the students during that same time and will be due back on May 1st as well.



Service Learning Procedure: Step IV

About Evaluations


- Once the evaluations are received and reviewed they are submitted to Professors. If the Supervisor fails to submit an evaluation on behalf of the student, he/she will receive an incomplete until the issue is resolved.
- A copy remains for CDS files
- Please note that your Professor and Community & Public Service staff are in constant communication through out the semester.





Ethics

Unethical behavior will not be tolerated.

- Lying is a misrepresentation of the University, your Professor, Career Development Services and yourself. This is unethical and is considered a misconduct. You will be referred to the proper University authority if found out.
 - All documents and information submitted must be signed. Your signature implies that what you have submitted is the truth to the best of your knowledge. Should you have any questions about the Service Learning process you should contact our office immediately.
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Contact Information

- For more information regarding the Service Learning Project, or if you have any questions or concerns, please address them to:

Vivian Lanzot, Assistant Director,
Division of Career Development Services
lanzot@njit.edu



Volunteer Links

- <http://www.njit.edu/cds/civic/servicelearning/index.php>
- www.volunteermatch.org
- www.bergenvolunteers.org
- www.volunteersolutions.org/uwewh/volunteer
- www.pointsoflight.org
- www.njserves.org
- www.impactonline.org

