

Union County College
Service Learning Handbook

Revised 2015 by Experiential Education Committee

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Quick Guideline for Service Learning

The broad definition of Service Learning (SL) is for students to provide services to the local community while they are learning the knowledge relevant to the services in classrooms. Thus, it is pivotal for faculty to plan and incorporate service learning into the syllabus of their disciplinary course.

Based on course objective and classroom diversity, SL can be designed for either activity (Student-Driven) or project (Professor-Driven).

(1) Student-Driven Service-Learning: face-to-face service projects in which the students' service directly impact individuals who receive the service from the students such as:

- Tutoring other students and adults
- Conducting art/music/dance lessons for younger students
- Helping other students resolve conflict
- Giving performances on violence and drug prevention
- Creating lessons and presenting them to younger students
- Creating life reviews for Hospice patients

Skills practiced by servers include the following: caring for others, personal responsibility, dependability, interpersonal skills, ability to get along with others who are different, problem-solving, beginning-to-end, big-picture learning.

(2) Professor-Driven Service-Learning: working on broad issues, environmental projects, community development-projects that have clear benefits to the community or environment, but not necessarily to individual identified people with whom the students are working. Examples include:

- Compiling a town history
- Restoring historic structures or building low-income housing
- Removing exotic plants and restoring ecosystems, preparing/preserving area for public use

Skills practiced by servers include the following: cooperation, teamwork, playing different roles, organizing, prioritizing, and other project-specific skills.

(1) Student-Driven Service Learning Procedure

Step 1: Professor revises course syllabus such as adding new activity of service learning and the assessment method of the service learning.

Step 2: Professor distributes course syllabus to class on the first day of instruction and speaks with students who choose Service Learning (SL) option.

Step 3: SL students refer to Agency List (see page 9 ~12) and contact the agency of their choice directly and confirm that the agency would accept them at their site.

Step 4: SL students must complete the college forms (page 6~8) signed by instructor, student, and participant non-profit organization. The liability release form must be turned in to the professor before the student starts their service. The registration form can be submitted to the professor after the first day of service.

Step 5: SL students contribute 10 or 15 hours of community service to the agency of their choice and document time worked and tasks performed. In addition to their service work, SL students are required to attend their class.

Step 6: SL students submit service-learning assignment to professor at the end of the semester along with the completed time sheet.

Step 8: Professor uploads all the documents, including students' assignment and the college forms, along with a brief summary of service learning, in *Canvas.

* More information about Canvas will be announced in Fall 2015. In the meantime, visit <http://owlsnest.ucc.edu/academics/ExpEduSerLea/Pages/default.aspx>. (go to the college Owl's Nest → Academics → Experiential Education/Service Learning)

(2) Professor-Driven Service-Learning Procedure

Step 1: Professor revises course syllabus such as adding new activity of service learning and the assessment method of the service learning.

Step 2: Professor distributes course syllabus to class on the first day of instruction and speaks with students who choose the option of Service Learning (SL) project.

Step 3: SL students must complete the college forms (page 6~8) signed by instructor, student, and participant non-profit organization. The liability release form must be turned in to the professor before the student starts their service. The registration form can be submitted to the professor after the first day of service.

Step 4: SL students submit service learning project to professor at the end of the semester along with the completed time sheet.

Step 5: Professor uploads all the documents, including students' assignment and the college forms, along with a quick summary of service learning, in *Canvas.

* More information about Canvas will be announced later years. In the meantime, visit <http://owlsnest.ucc.edu/academics/ExpEduSerLea/Pages/default.aspx>. (go to the college Owl's Nest → Academics → Experiential Education/Service Learning)

Form A: Liability Release Form

Volunteer Name _____ **CWID Number:** _____

Cell Phone Number: _____ **Alternate Phone Number:** _____

Union Email: _____

Emergency Contact Name _____ **Relationship to Student** _____

Emergency Contact Phone Number _____

In consideration of my desire to serve as a volunteer for _____
I hereby assume all responsibility for any and all risk of property damage or bodily injury that I may sustain while participating in any voluntary duties, referral to an individual in need of assistance, or other activity of any nature, including the use of equipment and facilities of the _____.

(Volunteer site)

Further, I, for myself and my heirs, executors, administrators and assigns, hereby release, waive, and discharge Union County College and its officers, directors, employees, agents, and volunteers of and from any and all claims which I or my heirs, administrators and assigns ever may have against any of the above for, on account of, by reason of, or arising in connection with such volunteer relief efforts or my participation therein, and hereby waive all such claims, demands, and causes of action.

Further, I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of New Jersey, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I am 18 years old or older and currently have no known physical or mental condition that would impair my capability for full participation as intended or expected of me.

Further, I have carefully read the foregoing release and indemnification and understand the contents thereof and sign this release as my own free act.

Signature: _____ Date: _____

Print name: _____

Instructor signature: _____ Date: _____

Print name: _____ Title: _____

***Must be witnessed by an identified member of Union County College by the Experiential Education Committee.**

This form is also available in Experiential Education webpage
(<http://owlsnest.ucc.edu/academics/ExpEduSerLea/Pages/default.aspx>).

SERVICE LEARNING/EXPERIENTIAL EDUCATION REGISTRATION FORM

INSTRUCTIONS: Please complete all steps and immediately provide a copy of the form to your professor.

STEP 1: (To be completed by student)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ E-mail: _____

Home Phone: _____ Work or Cell Phone: _____

Course Offering Project: _____ Instructor: _____

Name of Community Organization Selected: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ E-mail: _____

Supervisor's Name: _____ Title: _____

I agree to volunteer at the community organization named above. I also agree to meet the requirements my instructor has listed below in order to receive academic credit for this service-learning project.

Student's Signature: _____ Date: _____

STEP 2: (To be completed by supervisor at community placement)

The student named above has agreed to volunteer at the community organization named above beginning _____ (date) and will be present for _____ (hours/weeks) until _____ (expected completion date). I agree to supervise the student's work on-site and to sign, or arrange to have signed, the student's time sheet. The student's general duties are as follows:

Supervisor's Signature: _____ Date: _____

STEP 3: (To be completed by instructor)

The student named above has my permission to participate in this service-learning project in partial fulfillment of the requirements for the course named above. In addition to the number of hours indicated above, the student will complete the following service-learning related assignments or requirements, if applicable.

Instructor's Signature: _____ **Date:** _____

This form is also available in Experiential Education webpage
<http://owlsnest.ucc.edu/academics/ExpEduSerLea/Pages/default.aspx>.

SERVICE LEARNING/EXPERIENTIAL EDUCATION TIMESHEET

INSTRUCTIONS:

1. During the project, record your service hours on this time sheet.
2. At the end of the project, obtain the signatures of your placement site supervisor and instructor.
3. Please provide a copy of the form to your professor.

Student's Name (Print Clearly): _____

CWID.#: _____

Date	Time		Break (30 minute break required per 6.5 hours of work)	Supervisor's Initials	Total Hours Per Session
	Start	End			

(additional hours on back)

Total Number of Hours _____

Name of Community Organization: _____

Supervisor's Name (Print): _____

Supervisor's Signature: _____

The student has satisfactorily completed the service learning project for:

_____ (Name of Course Offering Experiential Education)

Semester _____ Year _____

Instructor's Name (Print): _____

Instructor's Signature: _____

This form is also available in Experiential Education webpage
(<http://owlsnest.ucc.edu/academics/ExpEduSerLea/Pages/default.aspx>).

12 Agencies and their Descriptions

(1) Angel Paws

Mailing address: 490 Inman Avenue, Colonia, NJ 07067

County Middlesex

Hours available for volunteers

6:30-8:30 Monday through Friday, On Sunday nights 5:30-7:30

Brief description of the work your organization does in the community

Take in stray cats, or cats from Woodbridge Amina Shelter, so they get vetted, spayed/neutered and are put up for adoption.

Brief description of the work Service Learning volunteers do with you

Cleaning cages, feeding and socializing cats

Requirements for volunteers and any other notices

Reliability and ability to follow instructions

Most volunteers in a semester

3-5

Fields of study that are related to volunteers' work

Veterinary Medicine

Contacts

Title and name Robin Zukowski

Position Vice President

Phone 732.340.1199

Email info@angelpaws.org

Title and name Elaine Chelak

Position President
Phone 732.340.1199
Email info@angelpaws.org

(2) Big Brothers Big Sisters of Essex, Hudson and Union Counties

Mailing address: 500 Broad Street, 2nd Floor, Newark NJ 07102

County Essex, Hudson and Union

Hours available for volunteers 4 Hours/Month

Brief description of the work your organization does in the community

For more than 100 years, Big Brothers Big Sisters has operated under the belief that inherent in every child is the ability to succeed and thrive in life. It is our mission to provide children facing adversity with strong and enduring, professionally supported one-to-one relationships that change their lives for the better, forever.

Brief description of the work Service Learning volunteers do with you

We ask that our volunteers commit to at least 4 hours a month, and make a 1 year commitment to the child.

Requirements for volunteers and any other notices

Volunteers need to be at least 18 years of age and willing to make the above listed time commitment.

Most volunteers in a semester

Fields of study that are related to volunteers' work

Any

Contacts

Title and name Julie Evans
Phone 973-273-6199

Position Customer Service
Email Julie.Evans@BigsandKids.org

Title and name Leanna Britton **Position** Recruitment Specialist
Phone 973-273-6304 **Email:** Leanna.Britton@BigsAndKids.org

Connect with us: www.BigsAndKids.org * [Facebook](#) * [YouTube](#).

(3) Bowery Mission

Mailing address: 132 Madison Avenue, New York, NY 10016

Hours available for volunteers

Depending on availability for individuals

Groups can volunteer to serve lunch (9:30 – 2) or dinner (5:30 – 7:00 pm)

Brief description of the work your organization does in the community

Brief description of the work Service Learning volunteers do with you

Individuals: Currently there are two ways for an individual to get involved:

- Mentor a Child through the Mont Lawn City Camp leadership academy program (adavies@bowery.org)
- Tutor an adult studying to learn English or to acquire their GED (tknapp@bowery.org)

Groups: Opportunities to serve center around our lunch or dinner meal services. For the weekday lunch meal, we can use groups of 5-10 volunteers from 9:30am-2pm while our dinner service can accommodate groups of 5-8 volunteers from 5:30-7pm.

Requirements for volunteers and any other notices

Fill out group registration form (available from Bowery Mission)

Most volunteers in a semester

Fields of study that are related to volunteers' work

Contacts

Sarah Edmiston **Position** Executive Assistant to the Chief Program Officer
Phone 212.684.2800 x 107 **Email:** sedmiston@bowery.org

(4) 4H

Mailing address: 300 North Ave. East Westfield NJ 07090

County: Union

Hours available for volunteers Appx. 30

Brief description of the work your organization does in the community

Brief description of the work Service Learning volunteers do with you

The Science Ambassador Program- Students are trained in science activities that they can do with children. They then would go out to the afterschool programs from Feb. to May on Friday afternoons to do science with the students there. Training would just be for 3 or 4 hours. They would however need a car to get to the sites where they would work with the children. Between the training and visiting the sites it would be about 30 hours of service or so.

Requirements for volunteers and any other notices

Transportation

Most volunteers in a semester

Fields of study that are related to volunteers' work

Science

Contacts

Title and name James Nichnadowicz
Phone 908-654-9854

Position 4H Youth Development Agent
Email jnichnadowicz@ucnj.org

(5) Habitat for Humanity Newark, Inc.

Mailing address: P.O. Box 32189, Newark, NJ, 07102-0589
County: Essex

Hours available for volunteers:

Subject to availability- Wednesdays through Saturdays from 8:30 am- 4 pm

Brief description of the work your organization does in the community

Habitat for Humanity Newark (HFHN) is an ecumenical Christian ministry dedicated to building simple, decent homes for low income families in Essex County, New Jersey. We build homes with hardworking partner families who supply more than 400 hours of sweat equity. HFHN finances the home purchase with no interest mortgages. We are proud that over 80 families have benefited from homes built with generous donations and by thousands of volunteers.

Brief description of the work Service Learning volunteers do with you

You will be assigned to a group that will be helping Habitat Newark build and maintain homes for low and moderate-income families by assisting us with whatever construction and maintenance the current project needs. A staff construction foreperson, as well as trained professional volunteers, will work with and instruct the work crews. Assignments are made on a daily basis.

Requirements for volunteers and any other notices

No construction skills are needed. Willing hearts and hands are all that are required!! Those interested in volunteering should register online at volunteerup.habitatnewark.org, and sign up for any openings in the online volunteer calendar. All volunteer dates are made on a first come, first serve basis. Children between the ages of 16 and 17 may volunteer with us, but they must have a parental consent form signed and must be accompanied by an adult. Groups are arranged by phone.

Most volunteers in a semester

Subject to availability

Fields of study that are related to volunteers' work

Architecture, engineering, construction, communications, fire science technology, public administration, theater production, and more. All interested are welcome!

Contacts**Title and name:** Jessica Abend**Position:** Outreach & Operations Coordinator**Phone:** (973) 624-3330 ext.100**Email:** jabend@habitatnewark.org**(6) Hackensack Riverkeeper****Mailing address:** 231 Main Street, Hackensack, NJ , 07601**County** Bergen (our watershed extends to Hudson County and begins in Rockland County, NY)**Hours available for volunteers**

Hackensack Riverkeeper has a River Stewardship Program which takes place from April – November. As per our program, we host one Public Clean-Up per month of a designated part of our watershed, whereby we assist individuals and small groups in clearing the area of trash and debris. Public Clean-Ups generally last 3 -4 hours and take place on a weekend day. Other volunteer hours, including in-office support, are variable and project based. To inquire about our Clean-Up schedule or other volunteer opportunities, contact our Outreach Coordinator by emailing outreach@hackensackriverkeeper.org or calling 201-968-0808.

Brief description of the work your organization does in the community

The primary Mission of the Hackensack Riverkeeper, Inc. is to provide representation for the natural living resources of the Hackensack River. This representation is manifested in the Hackensack environmental advocacy, education and conservation programs. The focus of Hackensack Riverkeeper, Inc. is to protect and defend the environmental quality of the eco-system of the estuary, river and watershed and the quality of life for the people and other creatures that inhabit the Hackensack River watershed.

Brief description of the work Service Learning volunteers do with you

Volunteers who participate in our River Clean-Ups will work on foot and/or from canoes to clear the riverbanks of trash and other debris. Other volunteer opportunities include various forms of outreach, education, and support of the organization.

Requirements for volunteers and any other notices

Volunteers at our River Clean-Ups must sign a standard waiver before participating. You must be 18 years of age to paddle one of our canoes.

We ask that participants contact our Outreach Coordinator, particularly in cases of groups larger than 10, so that we can arrange for enough materials.

Most volunteers in a semester

There is no limit to the amount of volunteers, although we ask to be informed of groups larger than 10 planning to attend our clean-ups.

If a group within the college, such as a fraternity, class, or club would like to plan their own clean-up with us, rather than attend a public clean-up, we request that the group might also fundraise a charitable contribution to the organization, to offset the cost of materials, staff time, etc.

Fields of study that are related to volunteers' work

Environmental science; sustainability; biology; public policy

Hackensack Riverkeeper (Continued)

Contacts

Title and name Caitlin Doran

Position Outreach Coordinator

Phone 201-968-0808:

Email outreach@hackensackriverkeeper.org

International Rescue Committee

Mailing Address: 122 East 42nd Street, New York, NY 10168

Brief description of the work your organization does in the community:

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. At work in over 40 countries and 22 U.S. cities to restore safety, dignity and hope, the IRC leads the way from harm to home.

Brief description of the work Service Learning volunteers do with you:

Internships and Volunteers

Contacts

Name: Natalia Lopez

Website: www.rescue.org

Phone: (212) 551 -3300

Email: Natalia.lopez@rescue.org

(7) Komen North Jersey

Mailing Address: 44 Middle Avenue, 2nd Floor, Summit, NJ 07901

Brief description of the work Service Learning volunteers do with you:

Race for the Cure (we have availability to place students in a number of roles in preparing for our race)

- I AM THE CURE Co-coordinators—we need at least 3 students to head up this effort each year, this is the educational and outreach piece of our race and requires the students to be available for long hours the week before the race and the weekend of the race (May 3, 2015).—these requirements would be the same for the following positions as well
- Survivor Tent—helping to create the ‘survivor program’ and supporting the event
- Doctors for the Cure liaison—outreach to health care community, opportunity to speaking to groups, etc.
- Kids for the Cure liaison—outreach to schools to speak about Komen and the race, coordinating kids program
- Teens for the Cure liaison—work to engage teens/High schools, etc. both pre-race and our race day
- Registration/phone support—requires understanding of computers, but also need to develop elevator speech and understanding of what Komen does

- Volunteer Program Assistant—assist the volunteer manager with aspects of volunteer recruitment and management
- Community Events Program assistant—assist manager with solicitation, data entry, support of community events—includes attending events, learning elevator speech and learning about Komen’s impact
- Grants Program Assistant—assist director of community health with site visits, paperwork, contacting grantees, etc. Also assisting with Grant review process, grant committee, putting together materials, etc.

- Education Program Assistant—observing educational presentations, attending breast health training, putting together materials, helping to put together trainings, assisting with development of peer-to-peer educational initiative
- Telephone support/ fielding referral calls—answering the phone, assisting callers with referrals to grantees, NJCEED program, etc.
- Additional opportunities include social media, PR, database support, data entry

Contacts:

Name: Pamela Green

Phone: (908) 277-2904 ext 214

Website: www.KomenNorthJersey.org

Email: pgreene@komennorthjersey.org

(8) Literacy Volunteers of Union County

Mailing Address: 121-125 Chestnut St. Roselle, New Jersey 07203

County: Union

Hours available for volunteers: Hours depend on event/availability

Brief description of the work your organization does in the community:

Provides free, student-centered tutoring services to adults who struggle to read, write and speak English.

Brief description of the work Service Learning volunteers do with you:

Volunteer as a tutor, help raise funds or assist at the events

Requirements for volunteers and any other notices:

1. Must be 18 years of age or older 2) must take 15 hour training session (next in January) and meet one-on-one with a staff member

Most volunteers in a semester: No limit

Fields of study that are related to volunteers' work: English, ESL, etc.

Contact

Title and name: Barbara Hathaway

Phone: 908-486-1777

Position: Program coordinator

Email: bhathaway@literacynj.org

(9) New Eyes for the Needy

Mailing address: 549 Millburn Avenue, Short Hills, NJ 07078

Hours available for volunteers

Brief description of the work your organization does in the community

Brief description of the work Service Learning volunteers do with you

Requirements for volunteers and any other notices

Most volunteers in a semester

Fields of study that are related to volunteers' work

Contacts

Title and name: Sally Golding

Phone: 973-376-4903

Position: Volunteer coordinator

Email: sgolding@new-eyes.org

(10) New Jersey Intergenerational Orchestra

Mailing address: 570 Central Avenue, New Providence, NJ 07974

Hours available for volunteers

No limit

Brief description of the work your organization does in the community

People who join them get trained. The organization provides free concert.

Brief description of the work Service Learning volunteers do with you

Volunteers help with publicity, administration work, graphic design, etc.

Requirements for volunteers and any other notices

No requirements

Most volunteers in a semester

3 -5

Fields of study that are related to volunteers' work

Music, communication skills for publicity, and business management

Contacts

Title and name: Marybeth Sweet

Phone: 908-603-7691

Position: Volunteer coordinator

Email: mbsweet@njio.org

(11) The Relief Bus

Mailing address: 295 Walnut Street, Elizabeth, NJ 07201

County: Union

Hours available for volunteers

Wednesdays (DAY ONLY: NYC outreach):

Meet at base in Elizabeth (above address): 7:15 am – 4 pm

Meet at site in NYC (address will be provided): 10 am – 2 pm

Thursdays (EVENING ONLY: NYC outreach):

Meet at base in Elizabeth (above address): 4:30 pm – 10:30 pm

Meet at site in NYC (address will be provided): 6 pm – 9:15 pm

Fridays (DAY & EVENING):

DAY (NYC outreach):

Meet at base in Elizabeth (above address): 7:15 am – 4 pm

Meet at site in NYC (address will be provided): 10 am – 2 pm

EVENING (Newark, NJ outreach):

Meet at base in Elizabeth (above address): 5:45 pm – 10:30 pm

Saturdays (DAY & EVENING):

DAY (NYC outreach):

Meet at base in Elizabeth (above address): 7:15 am – 4 pm

Meet at site in NYC (address will be provided): 10 am – 2 pm

EVENING (NYC: Port Authority outreach):

Meet at base in Elizabeth (above address): 5:00 pm – midnight

Brief description of the work your organization does in the community

The Relief Bus outreach consists of two buses customized into mobile resource centers to help the poor and homeless.

Brief description of the work Service Learning volunteers do with you

Volunteers will serve soup and drinks to those at the bus. Volunteers will also hand out socks and hygiene kits. Volunteers will help prepare the meal

at our base, talk with those we serve, serving food and drinks, provide information about local resources and clean up the site and at the base.

Requirements for volunteers and any other notices

Must be able to stand for several hours at a time. Must register ahead of time to serve. Serving on a particular date and time is subject to availability.

Our volunteers also have the opportunity to pray with our friends on the street. We do not require volunteers to be Christian, but volunteers should be aware that we are a Christian organization.

Relief Bus (continued)

Most volunteers in a semester

Each outreach opportunity requires a group of 8-10 people. Depending on availability, we can host numerous volunteers.

Fields of study that are related to volunteers' work

Social work, Psychology

Contacts

Title and name: Jessica Wright Position: Volunteer Coordinator
Phone: 1-800-736-2773 ext. 23 Email: jess@newyorkcityrelief.org

Title and name: Dan Petersen Position: Director of Volunteer Relations
Phone: 1-800-736-2773 ext. 27 Email: dan@newyorkcityrelief.org

(12) St. Hubert's Animal Welfare Center

Mailing address: 575 Woodland Rd. Madison, N.J. 07940

County: Morris

Hours available for volunteers:

varies; a few hours a week with a 6 month commitment optimal.

Brief description of the work your organization does in the community:

"This animal welfare center serves the animals and people of the community with a wide variety of programs that nurture the human/animal bond and foster an environment in which people respect all living creatures."

Brief description of the work Service Learning volunteers do with you:

Help homeless animals by cleaning cages, walking dogs and nurturing animals, helping with publicity, **etc.**

Requirements for volunteers and any other notices:

1) Complete an application available on the web page, 2) attend an orientation, 3) interview one-on-one with staff in the volunteer office

Most volunteers in a semester: no limit

Fields of study that are related to volunteers' work: animal husbandry, sociology, psychology, the medical field etc.

Contacts

Title and name: Alicia Bottari

Phone: 973-514-5920

Position: Volunteer coordinator

Email: Abottari@sthuberts.org