

COMMUNITY-BASED LEARNING: *Student Manual*



**Sea el cambio que desea ver en el mundo.
BE the CHANGE you wish to see in the world —**

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MEET THE STAFF

MaDonna Thelen, Director of Community-based Learning

In addition to CBL, MaDonna directs the Social Justice and Civic Engagement Minor and the International service programs in Haiti and Guatemala, as well as collaborates on the Tijuana Border Immersion Program.

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Laila Mitchell -- Student Coordinator

Laila is an honors student, majoring in Corporate Communications. Her service record includes Feed My Starving Children, Service in the Streets and other service through University Ministry. mitclail@my.dom.edu

Natalie Sanchez-Student Coordinator

Natalie is in the honors program, majoring in Sociology with a minor in Spanish and Latin American Studies. Her service record includes volunteering at Providence Family Services, St. Joseph Services, and being a mentor with Big Brothers Big Sisters sancnata@my.dom.edu

Sr. Mary Kremer, OP, associate professor emerita. After 21 years teaching in the School of Education, and many years of working for justice, Sr. Mary will be serving as the CBL Community Partner Liaison. mekremer@dom.edu

MISSION: *Community-based Learning assists Dominican University students and faculty in realizing and advancing the mission to: give compassionate service and to participate in the creation a more just and human world.*

Community-based Learning Vision Statement:

Community-based Learning is a distinct pedagogy where there is a collaboration between the university and community through which students experience community service in relationship to course content, develop skills in critical thinking, cross cultural communication, and social analysis. All of these contribute to the university mission to graduate ethical global citizens.

Like us on Facebook! See Community-based Learning news, updates, and reminders! Follow the link below:

<https://www.facebook.com/CBLDU>

Also, check out our web page: www.dom.edu/cbl/

IMPORTANT REMINDERS:

SEPTEMBER 6, 2017 FALL **COMMUNITY BASED LEARNING EXPO**

GUATEMALA & HAITI International Service/ ABI info sessions: 9/19 at 2:30 pm; 9/20 at 5:30 pm; 9/21 at 2:30pm

OCTOBER 2, 2017 **CBL CONTRACTS** due to CBL Office (LL 101)

GUATEMALA AND HAITI INFO sessions: 9/14 at 2:30 pm; 9/28 at 2:30 pm

Oct. – Nov. Complete your **CBL hours**.

Nov. 20, 2017 Your CBL service should be near completion!

December 6, 2017 **Agency and Student Evaluations due** to CBL Office (LL 101).
Time Records Due to your CBL Professor.





OTHER WAYS TO GET INVOLVED

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MINOR IN SOCIAL JUSTICE (SJCE)

LEARN HOW TO ACTIVELY
PARTICIPATE IN BRINGING
JUSTICE TO UNJUST SITUATIONS IN
YOUR WORLD... **BE THE CHANGE**
YOU WISH TO SEE IN THE
WORLD...

See mthelen@dom.edu for more info
LL 101

CONSIDER POST GRADUATION SERVICE!!
DO A YEAR OF SERVICE - LOCAL, NATIONAL
OR INTERNATIONAL

See: <http://www.dom.edu/cbl/opportunities>
FOR MORE INFO ON AGENCIES LIKE:
Peace Corps; Dominican Volunteers; Amate House;
etc.

COMMUNITY-BASED LEARNING GOES DIGITAL!

- Our Community-based Learning Expo will be on **Wednesday, September 6, 2017** in the **Parmer Atrium** from **11:30am – 1:30pm**. The CBL Expo is a great opportunity to meet some of our many community partners. Everyone is encouraged and welcomed to come, especially if you are unsure of where to complete your service.
- To **SIGN-UP** for an agency, you must access Community-based Learning online:
 1. Login to **myDU**.
 2. Click on the **Students** tab.
 3. **Community-based Learning** will be on the left side, towards the bottom.
- All of our Community-based Learning agencies are under the **Community Partners** tab. A table will appear with the agency name, a description of the agency, and a details tab. If you are looking to work with a certain population, ethnicity, or do a specific type of service, then you can use the **Filters** tool, which is also under the same tab.
- To sign up with a Community Partner, you must:
 1. Click on **Details**, *which will display the contact information and agency information*.
 2. Scroll to the bottom and click on **Choose this Community Partner**.
- **You can only choose ONE Community Partner** and once you have chosen your Community Agency/Partner, **it cannot be changed!** Sign up week: Sept. 6-14, 2017. Problems? Contact the CBL office.
 - **My agency is** _____
- **REQUIRED FORMS:** The CBL Student manual, Contract, and Agency Evaluation are all under the **Forms** tab. **You are required to turn in your contract and evaluations** to the Office of Community-based Learning, which is located in the Lewis Link 101.
- To ensure you are fulfilling all your course requirements and the Community-based Learning requirements, use the checklist on the next page as a guide to help you stay on the right track.

If you have any trouble with the anything, please contact the CBL Office to assist you.

CHECKLIST

☐ 1. Choose an Agency

Your Course Instructor will tell you what agencies are appropriate for your service. Follow ***your Professor's directives*** and choose one.

Attend the Community-based Learning Expo on Wednesday, Sept 6, 2017 from 11:30am – 1:30pm in the Parmer Atrium to meet various community agencies and further investigate agencies that are appropriate for your particular CBL course.

-If you have any problems or questions:

1. Contact the CBL Office to speak with a student coordinator.
2. Consult the CBL Website for any questions that you may have.

☐ 2. Sign-Up

-When you have chosen a community agency, sign up **online through myDU** or get help in the CBL Office - Lewis Link 101.

-Sign up week is from Sept. 6- 14, 2017.

******If you wish to do your service at an alternative agency, which is not one of the CBL Partners & is not listed on our webpage, then stop by the CBL office to pick up an Alternative Agency Form.***

☐ 3. Arranging for your Service:

-After you have signed up for your agency, you will be sent an email from the CBL office. In the email, you will receive information to contact the agency.

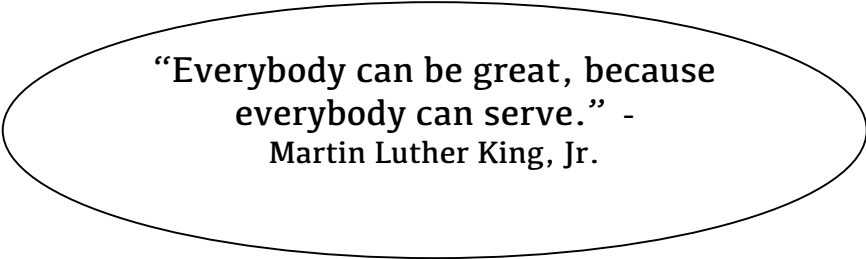
-You are then responsible for making contact with the community agency:

1. Set up a date for an initial visit or orientation.
2. Make sure the agency's hours are compatible with your schedule.

**** Complete any agency requirements prior to doing your service hours.**

- **Keep confidentiality:** if you are being entrusted with personal stories or information, it is a privilege! Do not abuse others by breaking these confidentiality.
- **Take care of yourself:** talk to your supervisor, instructor, or the Director of CBL if you feel overwhelmed, angry, or saddened by what you're hearing or experiencing at the agency.
- **Practice flexibility:** Be open to the CBL experience and challenges of working with a community agency. Be patient and flexible.

If anything happens out of the ordinary, please contact your supervisor immediately!



**“Everybody can be great, because everybody can serve.” -
Martin Luther King, Jr.**

Expectations

During your service:

- **Be respectful:** respect the organization, the people within it, and the clients. Even if they do not seem to show you respect, respect them and give them time. Do not offer outside services to clients or accept gifts from clients.
- **Be prepared:** practice common sense safety when traveling, parking, walking in neighborhoods.
- **Be professional:** dress appropriately and maintain professional relationships. Avoid inappropriate language and behavior. Politely remove yourself from awkward situations. Learn and adhere to the organization's policies and procedures.
- **Be responsible:** keep track of all your hours on the CBL Time Record. Do not exchange personal information with the clients you are providing service for.



- **Follow a good work ethic:** Show up on time and be punctual! The organization is counting on your being there when you said. If you are going to miss or be late, then call the agency supervisor and let them know. Volunteer during the scheduled service hours- ***do not go unannounced*** or during unscheduled times, unless you have cleared this with the agency.

□ 4. Communicate with the Agency

-Contacting the community agency is your responsibility!

If you email an agency and do not receive a response in a couple of days, then you should contact them by phone. If you call and no one responds, then you should leave a message, including your phone number, asking them to call you back. Be respectful and persistent!

-The contact information for the agency will be sent to you via email; you can also view them on our website (www.dom.edu/cbl/partners) or access it through myDU.

-When leaving a message, make sure to tell the agency:

1. Who you are, Why you are calling, & How to reach you
2. Example: Hello, my name is _____, and I am a student at Dominican University. I am interested in volunteering at (agency name). Could you please contact me at (***phone number***) and let me know what I should do to start volunteering? Thank you. (*repeat your name & phone #*)
3. Speak clearly and slowly so they can get the message you are leaving.

□ 5. Fulfill Agency Requirements

-Some agencies will have their own volunteer application to fill out.
-In addition, depending on the agency where you serve and the type of service you are doing, the agency may require more clearances. **Some examples are an updated TB or drug test, a background check, training, and/or fingerprinting.**
-Find out from your agency supervisor what else is required of you in order to volunteer there. The agency will generally assist you with the completion of any of the above.

- ☐ **6. Attend an Orientation at your Agency**
 - Some orientations are formal and some are informal.
 - Some agencies require an orientation; others do not.
- ☐ **7. First Visit to the Agency & Getting Your Contract Signed!**
 - Bring your Community-based Learning Contract** to your 1st meeting at the agency and get it signed by the agency supervisor.
 - Make arrangements with the agency supervisor for completing your hours.
 - Be sure to find out what else is required of you to volunteer at _____ agency.
- ☐ **8. Turn in Your Contract & Begin Your Service**
 - Turn in your completed Community-based Learning Contract with all the agency and faculty signatures to the **CBL Office - LL 101.**
DUE: Oct. 2, 2017
 - Start your service and complete your hours before the end of the semester.
- ☐ **9. Notify Your Agency of Your Last Day**
 - When you are nearing the completion of your Community-based Learning hours, notify the agency of your anticipated completion date and remind them about completing the Agency Evaluation form.
- ☐ **10. Agency Evaluation Form & Time Record**
 - At the end of your service***, give the agency supervisor the agency evaluation form and ask the supervisor to sign your time record.
 - Turn in your completed Agency Evaluation form to the Office of Community-based Learning.
 - Turn in your completed Time Record to your professor.

- ☐ **11. STUDENT EVALUATION**
 - Complete the online Community-based Learning Student Evaluation, the link can be found under the Resources tab on the Community-based Learning website or follow the link:
https://dom.az1.qualtrics.com/jfe/form/SV_0c7zUkzOCZiaPS5
 - Print and sign the last page of the Student Evaluation to turn in to the CBL office.
- ☐ **12. FORMS:**
Contracts, Time Record and Agency Evaluation forms can be downloaded from MyDU CBL page
(https://jicsweb1.dom.edu/ICS/Student/Community_Based_Learning.jnz)
and our CBL website (<http://www.dom.edu/cbl/resourcespage>)

