

STUDENTS LEARNING THROUGH EXPERIENCE



SANTA MONICA COLLEGE

Applied Learning Program | *Community Partners Guide*



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What is Applied Learning?

Applied learning is an approach to learning that integrates classroom learning with real-world experiences. Through reflective exercises, applied learning supplements the learning that occurs in classroom settings as well as challenges you as a student to put into action the knowledge and skills you are developing through your coursework at non-profits, private businesses and organizations, government agencies, and educational institutions. Applied learning can be used across the curriculum, in all disciplines and levels of coursework, from introductory basic skills courses to career training courses to transfer level courses. Furthermore, applied learning can also advance racial, ethnic, and cultural understanding, meet unmet community needs, and provide contextualized learning, and encourage student empowerment.

The Role of the Applied Learning Program

The role of the Applied Learning Program is to be a liaison between SMC instructors, applied learning students and community partners that provide real world opportunities for our SMC students. As a liaison, the Applied Learning Program helps to create and support the applied learning partnerships between all participants.

The Applied Learning Program welcomes the opportunity to discuss the Applied Learning Program at SMC with community organizations. If your organization is interested in learning about our Applied Learning Program at SMC, please contact the Career Services Center at (310) 434-4337.

Project Examples

The following are examples of applied learning projects divided into general disciplines:

Discipline	Applied Learning Project Ideas
Accounting/Business /Economics	<ul style="list-style-type: none">▪ Develop an accounting system for a community partner▪ Provide instructions on personal finance to residents in a home-care facility▪ Assist high school students preparing for college expenses▪ Assist elderly or low-income based citizens with tax preparation▪ Conduct workshops on how to start a business▪ Create marketing materials for an organization
Anthropology	<ul style="list-style-type: none">▪ Conduct oral histories of a particular group of people▪ Prepare displays at local public schools or libraries related to the community history
Archeology	<ul style="list-style-type: none">▪ Catalog artifacts for a local museum
Arts/Music	<ul style="list-style-type: none">▪ Teach art techniques to students a local school▪ Offer music lessons to an after school program▪ Design a mural for the community to enjoy▪ Develop short theatre presentations and/or musical performances for local schools

	<ul style="list-style-type: none"> ▪ Design brochures, logos, or other materials for an organization
Computer Science	<ul style="list-style-type: none"> ▪ Teach computer skills workshops to members of the local library/senior center ▪ Design a website for a non-profit ▪ Develop a database or electronic forms for a social service agency
Education	<ul style="list-style-type: none"> ▪ Develop a tutoring services program ▪ Organize a book-drive for children libraries, then help them develop a reading program for children
English	<ul style="list-style-type: none"> ▪ Interview and write oral biographies of a particular group of people ▪ Assist agencies with writing clear and concise grant proposals ▪ Create the promotional materials for an organization ▪ Assist high school students working on the college application essay ▪ Design and teach a poetry writing class ▪ Assist non-profits with technical writing projects ▪ Work with elementary school students on their literacy skills
Kinesiology	<ul style="list-style-type: none"> ▪ Teach aerobics or another form of general fitness at a senior citizen center or nursing home ▪ Offer sports skills clinics for a youth organization
Political Science	<ul style="list-style-type: none"> ▪ Organize a voter registration drive ▪ Teach different facets of government to students at a local school ▪ Work with a community partners regarding data needed for Census ▪ Provide non-partisan voter information via a community organization
Psychology	<ul style="list-style-type: none"> ▪ Provide support to families of children in the hospital via the Ronald McDonald organization. ▪ Assist with special-needs, mental health, or counseling agencies
Science	<ul style="list-style-type: none"> ▪ Conduct classes at a senior center about the biology of aging ▪ Study nutritional practices at a location and then develop educational materials to distribute to those members ▪ Teach children about any form of science ▪ Assist an organization in developing and publishing information on the hazards of drugs, alcohol, nicotine, etc. ▪ Assist local parks and recreation center with restoring trails and educating users about proper trail usage ▪ Test air, soil or water quality levels for a community organization
Sociology	<ul style="list-style-type: none"> ▪ Study the homeless population and develop programs for them ▪ Research a community need and publish the findings ▪ Design a website containing information about the various geographic locations in a certain area ▪ Design statistical models to determine the needs of a special population

Why Participate in Applied Learning?

Participating in applied learning experiences can benefit various individuals. The following are examples of potential benefits:

Benefits for Community Partners:

- Fosters a positive and collaborative relationship between the community and SMC
- Provides your organization with additional assistance in identifying and addressing community needs
- Promotes a culture of citizenship and commitment
- Creates opportunities to shape student learning about community needs, misconceptions, and stereotypes
- Promotes new insights, perspectives and knowledge
- Extends ability to address unmet needs
- Creates opportunities to tap under-utilized human and material resources
- Provides potential access to future volunteers and/or employees
- Increases exposure to the services offered by your organization and in general, highlights community needs
- Fosters a sense of caring for others

How to Become a Community Partner

Applied learning students are very different from traditional volunteers who provide assistance to an organization. They have the specific objective of connecting course content to their applied learning experience while volunteers do not. Applied learning students may also require more commitment from the supervisor than traditional volunteers. Their time commitment options with you may also be more limited than some of your volunteers. Therefore, organizations should consider their own needs and capacity to host applied learning students prior to applying. Does your organization have unmet needs that could be met by applied learning students enrolled in a particular course and/or field of study? How many applied learning students can your organization utilize at one time or each semester? Does your organization require more hours than an applied learning student is able to complete? Does your organization have the staffing to support applied learning students; specifically, at least one person who will be assigned to help applied learning students understand their role at your organization as well as assist them in making the necessary connections between the experience at your organization and their academic experience?

Community Partner Checklist	
Initial Qualifications	<p>To initiate an Applied Learning partnership with Santa Monica College, the following conditions are required:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Designate one employee at your organization to serve as a community partner supervisor <input type="checkbox"/> Offer an orientation for applied learning students and/or any other training/materials that are needed for students to carry out their duties <input type="checkbox"/> Offer opportunities for students assigned to complete up to 20 hours of assistance either the SMC fall or spring semesters and that commensurate with their educational background and/or para-professional potential. Applied learning opportunities are not offered during the winter and summer terms. <input type="checkbox"/> Maintain a sign-in/sign-out system used to verify days, hours, and type of duties completed by applied learning students <input type="checkbox"/> Serve any individual regardless of race, religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, and/or disability
Registration Process	<p>Once initial qualifications are met, an organization will need to complete the following to register with the Applied Learning Program.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review the Applied Learning Community Partner Supervisor Guide <input type="checkbox"/> Submit the Community Partner Application and Agreement form to the Applied Learning Program <input type="checkbox"/> Submit the Community Partner Request form to the Applied Learning Program <input type="checkbox"/> Pass a site visit scheduled and conducted by the Applied Learning Program <input type="checkbox"/> Wait to be added to the Applied Learning Community Partner Database
Match Process	<p>After being added to the Community Partner Database, a community partner has to await an SMC instructor's interest in working with them. The following happens after being matched with an instructor.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Types of applied learning projects are identified and agreed upon between a community partner and the SMC instructor <input type="checkbox"/> SMC instructor requests a tour of the organization (optional) <input type="checkbox"/> Review of any logistics
Hosting Students	<p>After being matched with an SMC instructor, the next step for community partners is to prepare and host applied learning students.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sign the Student Application and Agreement Form for each student you accept at your organization <input type="checkbox"/> Provide an orientation/training/materials for applied learning students <input type="checkbox"/> Provide support and regular feedback to applied learning students on how they are doing and what they can do to improve their experience. Informally help students think critically about their experience.

	<input type="checkbox"/> Communicate any questions, comments, and/or concerns (attendance, attitude, accidents, etc.) about any applied learning student and/or the Applied Learning Program immediately with the Applied Learning Center and/or the SMC instructor <input type="checkbox"/> Create closure with applied learning students <ul style="list-style-type: none"> <input type="checkbox"/> Acknowledge students for their assistance <input type="checkbox"/> Introduce any opportunities for students to continue being involved at your organization separate from applied learning <input type="checkbox"/> Verify and sign a Time Log for each student <input type="checkbox"/> Complete a Supervisor Evaluation
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Initial Qualification Process

After your organization has determined it has the capacity to host applied learning students, the next step is to review whether your organization possesses the preliminary requirements to initiate an applied learning partnership with Santa Monica College. Please note the following conditions are required and only are used to initiate an applied learning partnership with the Applied Learning Program. It does not guarantee that once your organization submits the Community Partner Application and Agreement form that your organization will receive students.

- Designate one individual at your organization to serve as a community partner supervisor
- Offer an orientation for applied learning students and/or any other training/materials that are needed for students to carry out their duties
- Offer opportunities for students assigned to complete up to 20 hours of assistance either the SMC fall or spring semesters and that commensurate with their educational background and/or para-professional potential. Applied learning opportunities are not offered during the winter and summer terms. Maintain a sign-in/sign-out system used to verify days, hours, and type of duties completed by applied learning students
- Serve any individual regardless of race, religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, and/or disability

Community Partner Registration Process

1. **Supervisor Guide:** The Supervisor Guide is a resource for organizations interested in becoming a community partner in the Applied Learning Program and/or organizations that are already referred to as our community partners. The guide answers questions about what is applied learning, what are the requirements to participate, how to sign up and become a community partner, and more.
2. **Application and Agreement form:** Organizations interested in participating in the Applied Learning Program must complete and submit the Applied Learning Community Partner Application and Agreement Form to the Applied Learning Program. This form serves several purposes. First, it is used to express an organization’s interest in participating in the Applied Learning Program at SMC. Second, the form is used to clarify expectations of all organizations participating in the Applied Learning Program at SMC; therefore, helping to promote safety and reduce any risk. Finally, the

form is used to facilitate communication between all parties involved in applied learning; therefore, helping to ensure a mutually beneficial partnership.

Community partners may download a copy of the Community Partner Application and Agreement form on the Applied Learning Program website <http://www.smc.edu/StudentServices/CareerServicesCenter/Pages/Applied-Learning-Program.aspx>. SMC students will not be able to serve at any organization for applied learning purposes without a signed agreement on file with the Applied Learning Program.

3. **Expectations:** Included on the Community Partner Application and Agreement form is a set of expectations the Applied Learning Program requires all organizations to follow if participating in the Applied Learning Program at SMC. These expectations were created to assist all parties involved in having a productive applied learning experience possible.

Community Partner Expectations
<p>Adequate Training: Each community partner is responsible for providing some form of orientation and/or other additional training/materials that are needed for applied learning students to carry out the duties and responsibilities being requested of them. An orientation should cover the following topics:</p> <ul style="list-style-type: none">▪ Purpose and mission of the organization▪ Population and demographics served and the community needs▪ Services and/or programs offered▪ Tour of the organization, including any work areas and brief introductions with staff▪ Student and organization expectations, including any policies/procedures that students need to be aware of while providing service▪ Risk, safety, and emergency evacuation guidelines▪ Sign-in/sign-out procedures▪ Overview of student tasks and responsibilities <p>On-going Supervision: Organizations must designate one employee to serve as the supervisor for all applied learning students and the 'point person' for communication with the Career Services Center and/or the SMC instructor. The supervisor should be able to provide support and feedback to students on how they are doing and what they can do to improve their experience. The supervisor will also need to verify student hours and complete documents required of the Applied Learning Program. Furthermore, we ask supervisors to help students think critically about their involvement, specifically about what their applied learning experience means to them and overall civic impacts. The applied learning student/community partner supervisor relationship is one of the most important aspects of the student experience and can help lead to a productive applied learning experience possible.</p> <p>High Quality Applied Learning Projects: Applied learning students need to be working on projects and assignments that relate to their learning objectives and goals. Work assigned to applied learning students should go beyond administrative/clerical duties such as providing phone coverage, filing, and copying. If being assigned these types of tasks, these tasks should only be assigned in moderation for the purpose of familiarizing the student with the organization.</p>

Furthermore, students are not to conduct work that promotes any religious practice (i.e. religious education, worship, or evangelizing); assists, promotes, or deters union organizing; impairs existing contracts for services or collective bargaining agreements; and/or work with political organizations or elected officials on partisan efforts. Furthermore, at no time are applied learning students to be left alone with minors.

Communication: In any type of partnership, an open line of communication is important. Therefore, the Career Services Center recommends that communication between all parties occur before, during and after each semester. As such, community partners should expect and receive periodic site visits, phone calls, and/or emails from the SMC Applied Learning Coordinator and/or instructor. This is to ensure a positive, long-lasting and productive applied learning experience possible. Community partners must also agree to inform the SMC instructor and/or the Applied Learning Coordinator immediately if any problems and/or concerns arise from the work of an assigned applied learning student and/or project. This is to determine any possible alternatives for a student prior to major issues arising and to ensure that all parties are satisfied.

Sign-in/Sign-Out Procedures: Organizations must have a system of scheduling and documenting applied learning hours. This system must include days and hours worked for each applied learning student and be accessible to the Applied Learning staff for program documentation purposes.

Risk and Liability: Community partners should not provide opportunities that pose a significant risk to applied learning students. As such, community partner should arrange for an appropriate work space in which applied learning students are able to conduct their assigned work. Supervisors should also review any policies and procedures including any risk, safety, and emergency evacuation guidelines that applied learning students need to be aware of while providing service at their organization.

4. **Partner Request Form:** Organizations interested in participating in the Applied Learning Program must also complete and submit the Applied Learning Community Partner Request Form to the Applied Learning Program. This form helps the Applied Learning Program learn more about your organization, the community your organization serves, participant requirements, as well as examples of projects for our students to complete. Once your organization has been added to the Community Partner Database, the Applied Learning Program uses this information to recruit applied learning students.

The Community Partner Request form may be downloaded on the Applied Learning Program website <http://www.smc.edu/StudentServices/CareerServicesCenter/Pages/Applied-Learning-Forms.aspx> and should be submitted along with the Community Partner Application and Agreement. Please note that submitting a Community Partner Request form does not guarantee fulfillment of your request.

5. **Site Visit:** After reviewing an organization's Community Partner Application and Agreement form and Community Partner Request Form, the Applied Learning Program will schedule and conduct a site visit with only those organizations that best match the needs of the Applied Learning Program at Santa Monica College. Conducting site visits prior to students being placed at any organization is important because it provides both parties with the opportunity to ask questions, clarify roles and expectations, and to truly develop a better understanding of what an applied learning partnership looks like from start to end. Furthermore, it helps both parties determine whether the partnership is mutually beneficial, a key component of applied learning partnerships.
6. **Community Partner Database:** Once an organization has passed the site visit and has successfully completed the community partner applied learning registration process, the Applied Learning Program will add the organization to the Community Partner Database that SMC instructors are able to utilize for applied learning opportunities. To be added to the Community Partner Database, an organization must meet pedagogical and risk management standards. Please note that only those organizations listed in our Community Partner Database will be approved to host applied learning students from SMC.

Match Process

1. **Instructor Interest:** After being added to the Community Partner Database, a community partner has to await an SMC instructor's interest in working with them. Contact regarding placement may come from either an SMC instructor and/or the Applied Learning Program. Please note that each course with an applied learning component is different and the relationship between each community partner supervisor and SMC instructor will be different.
2. **Applied Learning Placement Discussion:** Once a community partner has been contacted, the next step is to discuss the nature of the applied learning placement. This discussion can be done via email, over the phone, or in-person. Communication is crucial to the success of an applied learning relationship.

During the discussion, share your organization's needs and resources. Discuss what you hope for your organization to gain from the applied learning experience. Review any expectations, policies, and/or requirements. Ask for a course syllabus and review what the instructor wants his/her students to learn from their applied learning experience. Reflect on possible projects your organization needs assistance in completing and collaborate with the instructor on how these projects might connect to the course's learning objectives. Ask whether students need to work together as a group on one applied learning project or can students work on individual projects. Then create a clear job description of what tasks applied learning students will be completing. This will serve as the applied learning project. It is important that both your organizational goals and the learning objectives created by the SMC instructor align together.

- 3. Applied Learning Projects:** Applied learning offers a continuum of possibilities from a one-time day experience, to working with the same organization over the course of a semester. Nevertheless, an applied learning experience should achieve two goals. The first goal, the project should advance the work of the community partner. The second goal, the project needs to connect to the course’s specific learning objectives. Therefore, the community partner and the SMC instructor need to work together to design a project that aligns with both goals. In some cases, the Applied Learning Coordinator may fill in for the SMC instructor and work with the community partner to design a project that aligns with both the goals of the organization and the instructor.

Factors to Consider When Developing Projects
<ul style="list-style-type: none"> <input type="checkbox"/> Is the project specific? <input type="checkbox"/> Can the student complete the project during the length of the service requirement? <input type="checkbox"/> What skills/knowledge is needed to complete the project? <input type="checkbox"/> What type of training is needed in order to begin and complete the project? <input type="checkbox"/> How many students are required to complete the project? <input type="checkbox"/> What is the most number of students able to work at once? <input type="checkbox"/> Who at the organization will be assigned to supervise and coordinate the project? <input type="checkbox"/> How will the project be evaluated? <input type="checkbox"/> Is the project sustainable?

The Student’s Hour Requirement and the Types of Tasks that Will Not Count
<p>In order for a student to receive credit for any hours provided, the work must be meaningful college-level work. The following types of duties/responsibilities will not count toward a student’s hour requirement:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Continuously assigned administrative/clerical duties such as providing general phone coverage and filing (These tasks should only be assigned in moderation for the purpose of familiarizing the student with an organization unless previously approved by the Applied Learning Program) <input type="checkbox"/> Assistance conducted for religious practice such as religious education, worship, or evangelizing <input type="checkbox"/> Community service hours whether required by another campus organization/club or court ordered <input type="checkbox"/> Involvement through a partisan political organization and/or any type of organization where work performed would be considered partisan <input type="checkbox"/> Assignments that include assisting, promoting, or deterring union organizing and/or impairing existing contracts for services or collective bargaining agreements

- 4. Community Partner Instructor Tour:** Community partner instructor tours allow the SMC instructor the opportunity to see how an organization operates, meet any staff, discuss applied learning logistics, and much more. A tour of the organization with the SMC instructor is optional but absolutely recommended.

Community Partner Instructor Tour Sample Topics

- Overview of the Organization
- Mission, Values, Goals, etc.
- Community Needs
- Client Base
- Programs and Services
- Tour of the Facilities with Brief Introductions of Staff
- Overview of the SMC Course and Course Objectives
- Applied Learning Hour Requirement and the Arrangement of Hours
- Reflection Component
- Applied Learning Placement
- Student and Community Partner Expectations
- Applied Learning Project
- Skills/Knowledge/Resources Needed
- Supervisor Contact Information
- Safety and Emergency Procedures
- Orientation, Training, and Supervision of Students
- Student Work Space Area/Materials
- Check-In and Check-Out Procedures for Tracking Hours

Hosting Students

1. **SMC Students:** When working with SMC applied learning students, it is important to plan ahead. Students may only be at your organization for approximately 7 to 9 weeks total and may choose to commit to only the minimum hour requirement. Therefore, applied learning students will need reliable and specific information about their work schedule. Furthermore, since applied learning students may also be balancing other responsibilities and priorities such as family and/or work in addition to their academic course load, it would be most helpful if clear descriptions outlining duties and responsibilities be created and distributed prior to and/or on the first day. Please note that students may not always have the skills and/or knowledge for every assignment/project. Through experience at your organization, students will be able to apply the skills they learn in the classroom to real world situations, thereby helping to meet your organization's needs.
2. **SMC Student Application and Agreement Form:** Students are required to submit the Applied Learning Student Application and Agreement Form to the Applied Learning Program before they begin any projects. This form requires both the signature of the applied learning student and the community partner supervisor. This form serves several purposes. First, it used to identify a student as an applied learning participant. Second, it is to connect the student with the course containing an applied learning component, the SMC instructor teaching the course, the community partner where the student will be providing assistance, and the Applied Learning Program at Santa Monica College. Third, the form clarifies expectations for all applied learning students. Finally, it is also used to facilitate communication between all parties involved in applied learning; therefore helping to promote safety and reduce risk.

Community partners may download a copy of the Student Application and Agreement form on the Applied Learning Program website <http://www.smc.edu/StudentServices/CareerServicesCenter/Pages/Applied-Learning-Forms.aspx>.

3. **Community Partner Student Orientation:** Community partner orientations serve as the first opportunity to welcome SMC applied learning students to your organization. It is also a way that applied learning students become familiar with your organization, any staff, and the duties, policies and responsibilities associated with providing assistance at your organization. In addition, orientations also serve as a great way to highlight the connection(s) between the student's academic course and the community, social and civic needs your organization addresses.

The Applied Learning Program asks that each community partner provide applied learning students with an orientation before any assistance begins on an applied learning project. As a community partner, your organization may either establish a set orientation date(s) for students to select from or your organization may request that students individually call/email the community partner supervisor to set up a mutually agreeable time to meet for an orientation.

Student Orientation/Training Topics
<input type="checkbox"/> Purpose and mission of the organization
<input type="checkbox"/> Population and demographics served and the community needs
<input type="checkbox"/> Services and/or programs offered
<input type="checkbox"/> Tour of the organization, including any work areas and brief introductions with staff
<input type="checkbox"/> Student and organization expectations, including any policies/procedures that a student needs to be aware of while providing assistance
<input type="checkbox"/> Risk, safety, and emergency evacuation guidelines
<input type="checkbox"/> Sign-in/sign-out procedures
<input type="checkbox"/> Clear description of student tasks and responsibilities

4. **Training and Supervision:** At the beginning of the semester, applied learning students will be provided a general overview of what is expected of them. However, it isn't until when students arrive at your organization that they are able to truly visualize their experience. With adequate training and support, the chance of students having a productive applied learning experience only intensifies. Therefore, the Applied Learning Program asks that each community partner designate one employee to serve as the supervisor for all applied learning students as well as serve as the 'point person' for communication with the Applied Learning Program, the applied learning student, and/or the SMC instructor.

If supervisors have any questions, comments and/or concerns about any applied learning student and/or the Applied Learning Program, supervisors should contact the Applied Learning Program and/or the SMC instructor of the course.

Helpful Suggestions When Training/Supervising Applied Learning Students

- Check in on them while they are working
- Provide clear instructions and expectations related to student duties and responsibilities
- Ask them about their experience
- Share your knowledge and guidance
- Help students understand the purpose and mission of your organization by sharing your organization's brochures or pamphlets
- Encourage them to share their goals, observations, and insights with you and/or other staff
- Sign-in/sign-out procedures
- Clear description of student tasks and responsibilities
- Provide them with feedback throughout their experience as opposed to only at the end of their experience
- When providing feedback, share with them exactly what they are doing well and in what areas they can improve
- Ask questions that may help them make connections between their experience at your organization and their course

5. **Reflection:** During their applied learning experience, students will spend time reflecting on their experience. Reflection allows students to connect the knowledge gained from their applied learning experiences with the structured knowledge provided to them in the classroom from their instructor. Reflection reinforces course material and applied learning experiences.

In your role as a community partner supervisor, it is essential to support the reflection process of the student experience. However, given that students will be reflecting on their experience in class through assignments, presentations, discussions, research, etc., there is no need for community partners to create a formal process for students to reflect on their experience. While checking-in on your students, guide students in examining their own perspectives and assumptions about themselves, your organization and its clients, as well as the community. Help your students think critically about their experience, specifically how their experience not only connects to their academic course but also in the context of social issues.

6. **Creating Closure with your Applied Learning Students:** As a community partner supervisor, you will meet and interact with a variety of students. The staff at your organization and/or the clients who utilize your organization's programs and services will also be meeting and interacting with these same students. As a result, they and the students may experience a variety of feelings when the relationship comes to an end. We recommend that supervisors review the best way for applied learning students to inform others that they are leaving and the reason for their departure.

Ways to End Your Experience with Applied Learning Students on a Positive Note

- Provide students with clear instructions on how to let others know that they are leaving
- Say good-bye. Thank the applied learning students for contributing their time and effort (i.e. letter of recognition, a thank you note, or a simple verbal acknowledgement of the students' contributions to your organization)
- Identify and develop opportunities for applied learning students to continue being involved at your organization separate from applied learning

7. **Student Time Log:** Students are required to submit their Time Log to the Applied Learning Program at the end of their experience. This form requires both the signature of the applied learning student and the community partner supervisor. It is the student's responsibility to record, monitor and complete the minimum hour requirement. If students are submitting hours for the same course on more than one Time Log, both signatures are needed on each form. In addition, all minutes should be rounded to the nearest ½ hour and reported as 0.5 only. Supervisors should make a copy for their records, prior to returning the form to students.
8. **Supervisor Evaluation:** Towards the end of the academic term, the Applied Learning Program will email the community partner at each organization the Supervisor Evaluation form. As part of the evaluation process, the supervisor should evaluate his/her experience with the program. On the form, the supervisor will also be asked to confirm the number of hours each student completed. It is important that supervisors respond directly to the email and by the deadline stated on the form. Supervisor Evaluation Forms hand delivered or mailed by students will not be accepted.

Appendix

Community Forms:

- Community Partner Application and Agreement Form
- Community Partner Request Form
- Supervisor Evaluation (Emailed directly to the supervisor by the Applied Learning Program)

Student Forms:

- Student Application and Agreement Form
- Student Time Log
- Student Evaluation

Student Process:

- How Do Students Participate in Applied Learning
- Student Checklist
- Student Participation Process



Community Partner Application and Agreement

The purpose of this agreement is to establish a good faith working relationship between the Applied Learning Program at Santa Monica College and private, non-profit, or public service organizations seeking applied learning students. The intent of the Community Partner Application and Agreement is to establish a few basic and mutually understood standards of cooperation that will help ensure a positive, long-lasting, and productive applied learning experience possible.

Organization Contact Information

(PLEASE PRINT INFORMATION)

Organization Name: _____

Organization Address: _____
Street Number City Zip Code

Supervisor Full Name: _____ Supervisor Title: _____

Supervisor Email: _____ Supervisor Phone Number: _____

Organization Expectations

In order to insure the maximum educational and personal development benefits to students, the Applied Learning Program expects that community agencies receiving Santa Monica College students will assist us in the following way (please initial each section and sign contract)

_____ (Initial) **Adequate Training:** Each community partner is responsible for providing some form of orientation and/or other additional training/materials that are needed for s applied learning students to carry out the duties and responsibilities being requested of them. An orientation should cover the following topics:

- Purpose and mission of the organization
- Population and demographics served and the community needs
- Services and/or programs offered
- Tour of the organization, including any work areas and brief introductions with staff
- Student and organization expectations, including any policies/procedures that students need to be aware of while providing service
- Risk, safety, and emergency evacuation guidelines
- Sign-in/sign-out procedures
- Overview of student tasks and responsibilities

_____ (Initial) **On-going Supervision:** Organizations must designate one paid employee to serve as the supervisor for all applied learning students and the 'point person' for communication with the Career Services Center and/or the SMC instructor. The supervisor should be able to provide support and feedback to students on how they are doing and what they can do to improve their experience. The supervisor will also need to verify student hours and complete documents required of the Applied Learning Program. Furthermore, we ask supervisors to help students think critically about their involvement, specifically about what their applied learning experience means to them and overall civic impacts. The applied learning student/community partner supervisor relationship is one of the most important aspects of the student experience and can help lead to a productive applied learning experience possible.

_____ (Initial) **High quality applied learning projects:** Applied learning students need to be working on projects and assignments that relate to their learning objectives and goals. Work assigned to applied learning students should go beyond administrative/clerical duties such as providing phone coverage, filing, and copying. If being assigned these types of tasks, these tasks should only be assigned in moderation for the purpose of familiarizing the student with the organization. Furthermore, students are not to conduct work that promotes any religious practice (i.e. religious education, worship, or evangelizing); assists, promotes, or deters union organizing; impairs existing contracts for services or collective bargaining agreements; and/or work with political organizations or elected officials on partisan efforts. Furthermore, at no time are applied learning students to be left alone with minors.

_____ (Initial) **Communication:** In any type of partnership, an open line of communication is important. Therefore, the Career Services Center recommends that communication between all parties occur before, during and after each semester. As such, community partners should expect and receive periodic site visits, phone calls, and/or emails from the SMC Applied Learning Coordinator and/or instructor. This is to ensure a positive, long-lasting and productive applied learning experience possible. Community partners must also agree to inform the SMC instructor and/or the Applied Learning Coordinator immediately if any problems and/or concerns arise from the work of an assigned applied learning student and/or project. This is to determine any possible

alternatives for a student prior to major issues arising and to ensure that all parties are satisfied.

_____ (Initial) **Sign-in/Sign-Out Procedures:** Organizations must have a system of scheduling and documenting applied learning hours. This system must include days and hours worked for each applied learning student and be accessible to the Applied Learning staff for program documentation purposes.

_____ (Initial) **Risk and Liability:** Community partners should not provide opportunities that pose a significant risk to applied learning students. As such, community partner should arrange for an appropriate work space in which applied learning students are able to conduct their assigned work. Supervisors should also review any policies and procedures including any risk, safety, and emergency evacuation guidelines that applied learning students need to be aware of while providing service at their organization.

What You Can Expect From the APPLIED LEARNING Program at Santa Monica College

Recruit applied learning students using classroom presentations, recruitment tables on campus, and general PR posted throughout the campus and at college events. The main benefits promoted to students are an opportunity to help the community while at the same time gaining valuable work and learning experience.

Place students in community organizations based on individual student interest and/or requirements specified by their instructor. The Applied Learning Program will provide students with preliminary background information provided to us through the completion of the Community Partner Request Form and any additional materials submitted along with it.

Require that applied learning students initiate contact and set up an appointment to interview with the organization's site supervisor after establishing an interest in that particular organization. After an interview is conducted and mutual interest is confirmed, a work schedule can be agreed upon and the applied learning student can begin their involvement.

Assign an Applied Learning Coordinator who will be the organization's main contact with the Applied Learning Program concerning all matters having to do with applied learning students. The Applied Learning Coordinator will be the main person making periodic site visits, conducting follow-up calls, and making sure any applied learning evaluations that are required are being processed in a timely manner. The coordinator will also be available to assist organizations with any problems that may arise concerning the students assigned.

Organization Agreement

By signing this form, you are agreeing to the expectations listed above.

Supervisor First Name

Supervisor Last Name

Supervisor Signature

Date

For Office Use Only

Application/Agreement
Received: (MM/DD/YY) _____

Application/Agreement
Recorded: (MM/DD/YY) _____



Community Partner Request

The purpose of this form is to help the Applied Learning Program at SMC learn about your organization, the community your organization serves, any participant requirements and opportunities for students to be involved. Please note that information provided below will be accessible on the Community Partner Database found on the SMC Career Services Center website. Only approved organizations are listed in the Community Partner Database. Please contact the Career Services Center or refer to the Career Services Center to learn how your organization can become an Applied Learning Community Partner.

Organization Contact Information

Organization Name: _____

Organization Address: _____
Street Number City Zip Code

Organization Website: _____

Type of Organization: Non-Profit Government Educational Institution Other _____

Supervisor Full Name: _____ Job Title: _____

Email: _____ Phone Number: _____

Fax Number: _____ Organization URL Website: _____

Organization Description, Projects, and Requirements

Please provide a brief description of your organization (You may attach a flyer or brochure in addition to your description):

What are your hours of operation (days and times when SMC applied learning students are able to provide service)? We recommend that organizations offer as many days/times as possible.

Monday Hours: _____ Tuesday Hours: _____ Wednesday Hours: _____
Thursday Hours: _____ Friday Hours: _____ Saturday Hours: _____
Sunday Hours: _____

How many hours would you like SMC applied learning students to provide service at your organization? Check all that apply. We do recommend that organizations offer at least 15 to 20 hours as the number of hours required of a student in an applied-learning course is often around 15 to 20 hours.

- 0 to 10 hours each semester: 11 to 15 hours each semester:
- 15 to 20 hours each semester: 20 hours plus each semester:

How many students can you utilize at one time? Per Day (Minimum/Maximum): _____ Per Semester (Minimum/Maximum): _____

Please provide a list of potential applied learning projects for students to complete and anticipated time to complete the project?

What community needs does your organization address (check all that apply)?

- | | | | | | |
|---|--|---|--|--|--|
| <input type="checkbox"/> Advocacy, Community | <input type="checkbox"/> Animal Welfare | <input type="checkbox"/> Arts and Culture | <input type="checkbox"/> Civic Engagement | <input type="checkbox"/> Community Development | <input type="checkbox"/> Disabilities, People with |
| <input type="checkbox"/> Domestic Violence | <input type="checkbox"/> Education/Adult | <input type="checkbox"/> Education/ESL | <input type="checkbox"/> Education/Youth Development and Mentoring | <input type="checkbox"/> Elderly Programs and Services | <input type="checkbox"/> Environmental/Global Issues |
| <input type="checkbox"/> Family Services | <input type="checkbox"/> Health Services | <input type="checkbox"/> Health, Mental | <input type="checkbox"/> Homelessness | <input type="checkbox"/> Housing | <input type="checkbox"/> Hunger |
| <input type="checkbox"/> Immigration | <input type="checkbox"/> Labor | <input type="checkbox"/> Legal | <input type="checkbox"/> LGBTQ | <input type="checkbox"/> Low Income | <input type="checkbox"/> Social Justice |
| <input type="checkbox"/> Wellness and Fitness | <input type="checkbox"/> Women's Issues | <input type="checkbox"/> Veteran Affairs | | | |
- Other: _____

Does your organization have any special requirements (Check all that apply)?

- | | | | | | |
|---|---|--|---|--|--|
| <input type="checkbox"/> Age 18+ | <input type="checkbox"/> Application | <input type="checkbox"/> Background Check | <input type="checkbox"/> Bilingual: _____ | <input type="checkbox"/> Computer Literacy | <input type="checkbox"/> Confidentiality Agreement |
| <input type="checkbox"/> Drug Screening | <input type="checkbox"/> Fingerprinting | <input type="checkbox"/> First Aid/CPR Certified | <input type="checkbox"/> Interview | <input type="checkbox"/> Pre Training | <input type="checkbox"/> Reference Check |
| <input type="checkbox"/> TB Test | | | | | |
- Other: _____

Thank you for taking the time to complete this form. If you have any questions in regards to this form or the Applied Learning Program, please contact the Career Services Center.

For Office Use Only

Application/Agreement
Received: (MM/DD/YY) _____

Application/Agreement
Recorded: (MM/DD/YY) _____

Applied Learning Supervisor Evaluation Form (Spring 2016)

Please use this form to provide feedback to staff, students, and faculty participating in the Applied Learning Program. Completing this form should take less than 5 minutes. If you have any questions regarding this evaluation form, please contact Joan Kan at kang_joan@smc.edu.

* Required

Community Partner Information

Supervisor First Name *

Supervisor First Name *

Organization Name: *

Student Information

Student First Name *

Student Last Name *

Total Hours Completed *

SAMPLE

Please rate the student's performance in the following areas: *

	Below	Meets	Exceeds
Attendance and punctuality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professional Demeanor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interpersonal/Communication Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dependenability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work Quality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sensitivity to others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flexibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall Evaluation of Student	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please comment on the overall performance of the above student.

Additional Comments and/or Suggestions

Do you have any other comments and/or suggestions about how we can improve the Applied Learning Program?



Student Application and Agreement

Please print legibly. Note your SMC student email account will be the official means of communication between you and the Applied Learning Program. Please submit the Student Application and Agreement form to the Career Services Center (Counseling Village) by the deadline listed on your course syllabus.

Student Information

Full Name: _____
Last First M.I.
Student ID Number: _____ Phone Number: _____

International Students Only: Are you studying on an F-1 student visa? Yes: _____ No: _____

SMC Course Information

Please list the course for which you will be doing your applied learning requirement. If you are participating in more than one applied learning course, please complete one application per course.

Instructor First Name: _____ Instructor Last Name: _____
Course Title: _____ Course Section Number: _____ Semester/Year: _____

Community Partner Contact Information

Organization Name: _____
Organization Address: _____
Street Number City Zip Code
Supervisor Full Name: _____ Supervisor Title: _____
Supervisor Email: _____ Supervisor Phone Number: _____

Student Expectations

Please remember that you are representing SMC in the community. As such, we ask you to carefully read and agree to the following expectations created to assist you in having a productive applied learning experience possible. Please initial each section and sign the agreement.

_____ (Initial) **Honor Your Commitment:** Each student is responsible for securing a position with an approved community partner. However, specific hours of involvement will be determined mutually by the student and the organization supervisor. Once a schedule is determined, be punctual and responsible. Call your supervisor if you anticipate being late or absent. The community partner has selected you to be a reliable and contributing team member. The organization and the people served by the organization will be depending on you to complete the hours you arranged previously. If a community partner terminates your applied learning position, please notify your SMC instructor and the Career Services Center.

_____ (Initial) **Ask for Help:** If you are uncertain about expectations, responsibilities and/or are uncomfortable about any applied learning experience, speak with your community partner supervisor, SMC instructor, and/or the Career Services Center.

_____ (Initial) **Respect Confidentiality:** You are privy to confidential information with whom you are working, it is important that you treat this information as private. When writing and/or sharing your experiences, always use pseudonyms when referring to people served by the organization. This confidentiality expectation includes understanding and respecting photo policies, and if permitted to take photos, keeping them off internet/social media sites unless given proper authorization. Placement within a community partner is an educational opportunity and a privilege.

_____ (Initial) **Be Professional:** Remember the community partner is serving you by investing their valuable resources in your learning, while you are serving in the community. Treat those at the organization and the people served by the organization with courtesy. Be mindful of your attitude and act and dress appropriately at all times. Set a positive standard for other SMC students to follow as part of the SMC Applied Learning Program.

_____ (Initial) **Remain Flexible and Open:** You may be exposed to other cultures and lifestyles that may differ from your own, opening avenues to learning, sharing, and engaging in meaningful dialogue. In addition, the nature of the work and assignments at a community partner is not always predictable. Your supervisor understands the issues at your organization and can be very helpful in any questions or concerns you may have.

_____ (Initial) **Follow Policies:** Students participating in an applied learning course must comply with the community partner's policies

and regulations as well as SMC's Honor Code, Code of Academic Conduct and the Student Conduct Code (<http://www.smc.edu/StudentServices/StudentJudicialAffairs/Pages/What-you-should-know.aspx>). A community partner may ask a student to leave the organization if he/she violates its policies and regulations. Note that some community partners may require a student to complete a background check, attend required trainings, orientations, and/or meetings, be fingerprinted, or complete a TB test as part of his/her placement with an organization.

_____ (Initial) **Complete Hours and Involvement:** To complete the required number of hours of involvement at the above organization. Hours counted toward the minimum hours of requirement begin after submitting all required forms and receiving approval from the Career Services Center. Failure to complete the minimum number of hours of involvement and/or assignments (i.e. time log, reflections, evaluation) listed in the course syllabus may affect a student course grade.

_____ (Initial) **Safety:** Do not go beyond the scope of your assigned responsibilities. Use judgement in refusing risky or inappropriate requests and situations. If you encounter any problems, emergencies, safety hazards, concerns, or suggestions, contact your organization supervisor, SMC instructor, and/or the Career Services Center.

_____ (Initial) **Transportation:** Students are responsible for arranging any form of transportation to and from their assigned community partner. Students are not to transport any person and/or materials on or behalf of the assigned community partner, unless the organization has liability coverage for student participants.

Release of Liability

As required by Title 5, Section 55220 of the California Code of Regulations, I understand and agree that I shall hold the Santa Monica Community College District, its Board of Trustees, officers, agents, representatives, employees, volunteers, and permissive users of District vehicles harmless from any and all liability, claims, causes of action, and demands related to, arising out of or in connection with my participation in any field trip or class excursion during the above-described course (hereinafter "Activity"), including injuries, accident, illness or death.

If my participation in this Activity results in any liability, claims, causes of action, or demands against the Santa Monica Community College District, its Board of Trustees, officers, agents, representatives, employees, volunteers, and permissive users of District vehicles, I agree to defend and indemnify the District, its Board of Trustees, officers, agents, representatives, employees, and permissive users of District vehicles in such an action.

In the event of any illness or injury while participating in the Activity, I hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care from a licensed physician, surgeon, and/or dentist as deemed necessary for my safety and welfare. It is understood that the resulting expenses will be my responsibility.

If I provide my own transportation or ride with another student, it is fully understood that the Santa Monica Community College District, its Board of Trustees, officers, employees, agents, representatives or volunteers is in no way responsible nor assumes liability for any injuries, losses, claims or actions resulting from, arising out of or incident to the non-District transportation. I understand that although the District may recommend travel time and/or routes to and/or from this event, that such recommendations are not mandatory and do not in any way constitute District sponsorship of or responsibility for my transportation. I also understand that the driver is not driving as an agent of or on behalf of the District.

I fully understand that participants are to abide by all rules and regulations governing conduct during the Activity. Any violation of these rules and regulations may result in my being sent home at my own expense and may result in disciplinary action.

Student Agreement

I _____ (Student's First Name and Last Name), hereby certify that the above statements are true and correct to the best of my knowledge. I also understand that in order to participate in the Applied Learning Program, I must be enrolled in a course at Santa Monica College that offers Applied Learning as an option or requirement and uphold the terms and expectations of this agreement.

Student's Signature

Date

Community Partner Agreement

I, _____ (Supervisor's First Name and Last Name), agree to provide adequate training and supervision for the applied learning student, including outlining responsibilities and tasks for the applied learning student to complete in order for him/her to meet the above expectations. I also agree to complete any necessary forms by the scheduled deadlines. Should I have any concerns about the applied learning student and/or the Applied Learning Program at SMC, I agree to contact the Applied Learning Coordinator at SMC.

Supervisor's Signature

Date

For Office Use Only

Application/Agreement
Received: (MM/DD/YY) _____

Application/Agreement
Recorded: (MM/DD/YY) _____



Student Time Log

The student service log is required of every applied learning student and is used to assist the student in tracking and providing confirmation of hours completed at the approved community partner. Forms will only be accepted if signed by the applied learning student and the student's supervisor at the assigned community partner. If submitting hours for the same course on more than one Time Log, each form must be completed and signed. Round all minutes to the nearest ½ hour and report as 0.5 only. Please submit all Time Logs to the Career Services Center (Counseling Village) by the deadline listed on your course syllabus. Prior to submitting your Time Log to the Career Services Center, please make a copy for your records.

Please print legibly. Note your SMC student email account will be the official means of communication between you and the Applied Learning Program.

Student and Community Partner Information

Full Name: _____
Last First M.I.

Student ID Number: _____ Phone Number: _____

Organization Name: _____ Supervisor's First and Last Name: _____

Supervisor's Phone Number: _____ Supervisor's Email: _____

SMC Course Information

Please list the course for which you will be doing your applied learning requirement. If you are participating in more than one applied learning course, please complete one application per course.

Instructor's First Name: _____ Instructor's Last Name: _____

Course Title: _____ Course Section Number: _____

Term/Year: **Fall** 20 _____ **Spring** 20 _____

Time Log

Date (MM/DD/YY)	Time Begin	Time End	Total Daily Hours	Specific Duties/Responsibilities Performed (What did you do on this day?)

Date (MM/DD/YY)	Time Begin	Time End	Total Daily Hours	Specific Duties/Responsibilities Performed (What did you do on this day?)
Total Hours Completed				

Release of Liability

I hereby certify that the above statements are true and correct to the best of my knowledge

Student's Signature

Date

Supervisor's Signature

Date

For Office Use Only

Application Received: (MM/DD/YY) _____ Application Recorded: (MM/DD/YY) _____

Student Evaluation Form (Spring 2016)

Thank you for completing the SMC Applied Learning Student Evaluation. The information we gather from you will provide the Applied Learning Program a greater understanding of your experience with the program as well as help us improve future applied learning experiences. Completing this form should take less than 5 minutes. If you have any questions regarding this evaluation form, please contact Joan Kang at kang_joan@smc.edu.

* Required

Student Information

First Name *

Last Name *

SMC ID# *

Instructor Information

Name of Instructor *

- Burt Cueva
- Melanie Klein
- Tamra Loeb

Community Partner Information

Community Partner Name: *

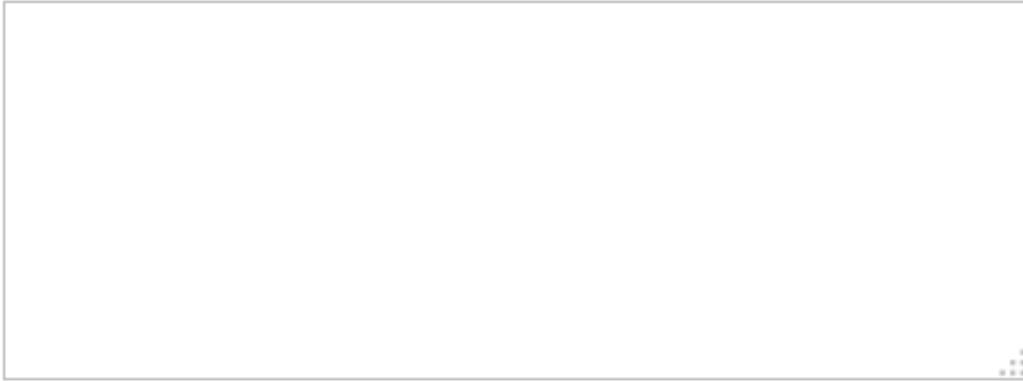
- Boys and Girls Club of Santa Monica
- Feminist Majority Foundation
- GlobalGirl Media
- Latino Resource Organization
- Mar Vista Family Center
- Virginia Avenue Park

Student Experience

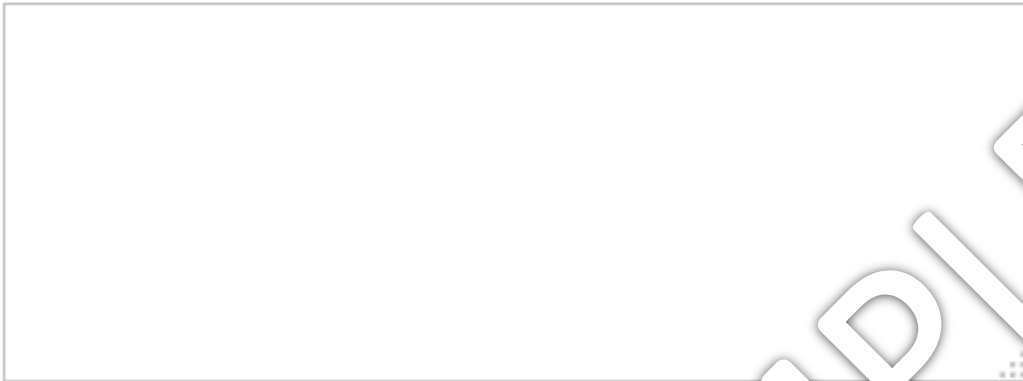
Based on your applied learning experience this semester, please indicate the extent to which you agree or disagree with each statement. *

	Strongly Agree	Agree	Disagree	Strongly Disagree
My experience with my community partner helped me understand course material.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My experience tied into issues that were relevant to class topics.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I felt prepared for my experience.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The site supervisor provided assistance when needed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My experience has motivated me to want to volunteer/intern in the community.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My experience helped me to identify/confirm my career or educational plan.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would recommend other students to enroll in an applied learning course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel that I made a positive contribution at my community partner site.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My experience helped me better understand the needs in my community.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What challenges did you face during your applied learning experience?

A large, empty rectangular text box with a thin black border. In the bottom right corner, there is a small, faint icon consisting of a 3x3 grid of dots.

What have you learned from your applied learning experience? (i.e. personally, academically, etc.)

A large, empty rectangular text box with a thin black border. In the bottom right corner, there is a small, faint icon consisting of a 3x3 grid of dots.

Do you have any other ideas or comments about how we can improve the Applied Learning Program?

A large, empty rectangular text box with a thin black border. In the bottom right corner, there is a small, faint icon consisting of a 3x3 grid of dots.

SAMPLE

How Can You as an SMC Student Participate in Applied Learning?

To participate in applied learning, you must enroll in a course that offers an applied learning component. To find out which classes at SMC feature an applied learning component, visit the Career Services Center website and/or view the searchable class schedule <http://www.smc.edu/AboutSMC/Pages/Class-Schedules.aspx>.

Student Checklist

Applied Learning Program Student Checklist	
Pre-Semester	<input type="checkbox"/> Review the student participation requirements <input type="checkbox"/> F-1 international students - Check-in with the IEC <input type="checkbox"/> Students with disabilities - Check-in with DSPS <input type="checkbox"/> Enroll in a course that offers an applied learning component, either as an option or as a requirement (20 hour requirement)
Week 1	<input type="checkbox"/> Attend an Applied Learning Student Orientation <input type="checkbox"/> Review the Applied Learning Student Guide
Weeks 2 and 3	<input type="checkbox"/> Reach out to a community partner provided by your instructor (refer to your course syllabus for additional information)
Week 4	<input type="checkbox"/> Submit the Student Application/Agreement form to the Career Services Center (CSC) by the scheduled deadline <input type="checkbox"/> Complete any necessary paperwork and requirements by the community partner
Week 5	<input type="checkbox"/> Attend a Community Partner Orientation/Training Session <input type="checkbox"/> Start your Applied Learning Experience <input type="checkbox"/> Track your hours
On-going	<input type="checkbox"/> Complete any course assignments and/or reflective exercises
Weeks 12 and 13	<input type="checkbox"/> Begin creating closure with your community partner
Week 14	<input type="checkbox"/> End your Applied Learning Experience with your community partner <input type="checkbox"/> Submit your Time Log and Student Evaluation to the CSC by the scheduled deadline <input type="checkbox"/> Finalize any paperwork with your community partner <input type="checkbox"/> Supervisor submits a Supervisor Evaluation to the CSC

Student Application Process

1. **Course Enrollment:** To participate in the Applied Learning Program at SMC, you must be officially enrolled in an SMC course with an applied learning component. You must also be able to commit to an average of 20 hours of involvement with an approved community partner during the specified course term.

International Students Studying on an F-1 Student Visa

Applied learning is a unique learning experience that can provide you as an international student the opportunity to learn other areas of American culture that may not be present in a traditional academic and/or professional setting. However, given that applied learning students are required to fulfill a certain number of hours off-campus, it is important that you speak to an immigration specialist at the International Education Center (IEC) and receive permission prior to participating in any applied learning opportunity. We want to ensure that you maintain your F-1 status while studying at SMC and participating in applied learning.

Students with Disabilities

If you are a student with a disability, we want to ensure that any necessary accommodations for your disability are arranged at the earliest possible time. Accommodations for students with disabilities are provided on an individualized basis. Please note that due to the learning environment at a community partner, accommodations arranged at an organization may differ from any classroom accommodations. We strongly encourage you to discuss your accommodation needs at the start of the term with Disabled Student Programs and Services (DSPS), the Career Services Center and your applied learning course instructor.

2. **Applied Learning Student Guide:** The Student Guide is a resource for you, if you are interested in or required to participate in a course with an applied learning component. The guide answers questions about what is applied learning, what are the requirements to participate, how to sign up and complete an applied learning experience, and more. Please review this document prior to starting your experience and as needed throughout your applied learning experience.
3. **Applied Learning Student Orientation:** To participate in the Applied Learning Program at SMC, you must attend an Applied Learning Student Orientation. Please refer to your course syllabus for a schedule of Student Orientations dates. Most Student Orientations will occur during the same time your class is scheduled. Applied Learning Student Orientations address the following:
 - What is applied learning?
 - What are the benefits?
 - How do SMC students participate in applied learning?
4. **Applied Learning Student Application and Agreement Form:** To participate in the Applied Learning Program, you must complete and submit the Applied Learning Student Application and Agreement Form. This form serves several purposes. First, it used to identify you as an applied learning participant. Second, it is to connect you with the course containing an applied learning component, the SMC instructor teaching the course, the community partner where you will be providing assistance, and the Applied Learning Program at Santa Monica College. Third, the form lists expectations of you as an applied learning student. Finally, it is also used to facilitate

communication between all parties involved in applied learning; therefore helping to promote safety and reduce risk.

Student Application and Agreement forms will be provided during your class' Student Orientation (see your course syllabus for additional information). You may also download a copy of the Student Application and Agreement form on the Career Services Center website. Student Application and Agreement forms will not be accepted after the deadline. Please refer to your course syllabus for dates and deadlines. This form requires your signature as well as the community partner supervisor's signature.

5. **Student Expectations and Release of Liability:** Included on the Student Application and Agreement form is a list of student expectations. Please remember that you are representing SMC in the community. As such, we ask you to carefully read and abide by these expectations created to assist you in having a productive applied learning experience possible.

Student Expectations

Honor Your Commitment: You are responsible for securing a position with an approved community partner. However, specific hours of involvement will be determined mutually by you and the organization supervisor. Once a schedule is determined, be punctual and responsible. Call your supervisor if you anticipate being late or absent. The community partner has selected you to be a reliable and contributing team member. The organization and the people served by the organization will be depending on you to complete the hours you arranged previously. If a community partner terminates your applied learning position, please notify your SMC instructor and the Career Services Center.

Ask for Help: If you are uncertain about expectations, responsibilities and/or are uncomfortable about any applied learning experience, speak with your community partner supervisor, SMC instructor, and/or the Career Services Center.

Respect Confidentiality: You are privy to confidential information with whom you are working, it is important that you treat this information as private. When writing and/or sharing your experiences, always use pseudonyms when referring to people served by the organization. This confidentiality expectation includes understanding and respecting photo policies, and if permitted to take photos, keeping them off internet/social media sites unless given proper authorization. Placement within a community partner is an educational opportunity and a privilege.

Be Professional: Remember the community partner is serving you by investing their valuable resources in your learning, while you are serving in the community. Treat those at the organization and the people served by the organization with courtesy. Be mindful of your attitude and act and dress appropriately at all times. Set a positive standard for other SMC students to follow as part of the SMC Applied Learning Program.

Remain Flexible and Open: You may be exposed to other cultures and lifestyles that may differ

from your own, opening avenues to learning, sharing, and engaging in meaningful dialogue. In addition, the nature of the work and assignments at a community partner is not always predictable. Your supervisor understands the issues at your organization and can be very helpful in any questions or concerns you may have.

Follow Policies: Students participating in an applied learning course must comply with the community partner's policies and regulations as well as SMC's Honor Code, Code of Academic Conduct and the Student Conduct Code (<http://www.smc.edu/StudentServices/StudentJudicialAffairs/Pages/What-you-should-know.aspx>).

A community partner may ask a student to leave the organization if he/she violates its policies and regulations. Note that some community partners may require a student to complete a background check, attend required trainings, orientations, and/or meetings, be fingerprinted, or complete a TB test as part of his/her placement with an organization.

Complete Hours and Service: To complete the required number of hours of involvement at the above organization. Hours counted toward the minimum hours of requirement begin after submitting all required forms and receiving approval from the Career Services Center. Failure to complete the minimum number of hours of involvement and/or assignments (i.e. time log, reflections, evaluation) listed in the course syllabus may affect a student course grade.

Safety: Do not go beyond the scope of your assigned responsibilities. Use judgement in refusing risky or inappropriate requests and situations. If you encounter any problems, emergencies, safety hazards, concerns, or suggestions, contact your organization supervisor, SMC instructor, and/or the Career Services Center.

Transportation: You are responsible for arranging any form of transportation to and from your assigned community partner. You are not to transport any person and/or materials on or behalf of the assigned community partner, unless the organization has liability coverage for student participants.

Release of Liability

The following is a copy of the Release of Liability section found on the Applied Learning Student Agreement form. A signed Applied Learning Student Application and Agreement form is required of every applied learning student.

As required by Title 5, Section 55220 of the California Code of Regulations, I understand and agree that I shall hold the Santa Monica Community College District, its Board of Trustees, officers, agents, representatives, employees, volunteers, and permissive users of District vehicles harmless from any and all liability, claims, causes of action, and demands related to, arising out of or in connection with my participation in any field trip or class excursion during the above-described course (hereinafter "Activity"), including injuries, accident, illness or death.

If my participation in this Activity results in any liability, claims, causes of action, or demands against the Santa Monica Community College District, its Board of Trustees, officers, agents,

representatives, employees, volunteers, and permissive users of District vehicles, I agree to defend and indemnify the District, its Board of Trustees, officers, agents, representatives, employees, and permissive users of District vehicles in such an action.

In the event of any illness or injury while participating in the Activity, I hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care from a licensed physician, surgeon, and/or dentist as deemed necessary for my safety and welfare. It is understood that the resulting expenses will be my responsibility.

If I provide my own transportation or ride with another student, it is fully understood that the Santa Monica Community College District, its Board of Trustees, officers, employees, agents, representatives or volunteers is in no way responsible nor assumes liability for any injuries, losses, claims or actions resulting from, arising out of or incident to the non-District transportation. I understand that although the District may recommend travel time and/or routes to and/or from this event, that such recommendations are not mandatory and do not in any way constitute District sponsorship of or responsibility for my transportation. I also understand that the driver is not driving as an agent of or on behalf of the District.

I fully understand that participants are to abide by all rules and regulations governing conduct during the Activity. Any violation of these rules and regulations may result in my being sent home at my own expense and may result in disciplinary action.

6. Once you have attended an Applied Learning Student Orientation, the next step is to secure an applied learning position with a community partner.

Selecting a Community Partner

Selecting the right community partner is an important step to ensuring a positive experience. However, please refer to your course syllabus for specific guidelines. Some instructors will assign a specific community partner where you will only be able to provide assistance. While other instructors may have a list of community partners from which you may choose. Please note that many openings at community partners do fill up quickly and it is in your best interest to start early. However, do not contact community partners until you have attended an Applied Learning Student Orientation and understand the guidelines and expectations of the Applied Learning Program at SMC. Furthermore, some community partners may have additional requirements that potentially take more time to process. Research the community partner before contacting them. Read up on the community partner via the internet and/or any other materials provided by your SMC instructor.

Contacting a Community Partner

Once you have identified a community partner where you may want to provide assistance, it is up to you to initiate contact with the organization and to secure an applied learning position. If your SMC instructor provides a list of community partners from which you may choose, it is a good idea to rank them by preference, in the event that your first choice is not a match.

Remember when contacting a community partner, you should always be professional. The community partner is serving you by investing their valuable resources in your learning. Be patient and courteous. First impressions matter. It is also important to set a positive standard for other SMC students to follow as part of the SMC Applied Learning Program.

Helpful Tips When Contacting a Community Partner

Who to Call: If your instructor assigned a specific community partner, it is a good idea to contact the person identified by your instructor. If your instructor did not assign a specific community partner, but instead provided a list of community partners from which you must choose, you should speak with the individual persons identified as contacts. It is best to speak with these identified individuals because they are most familiar with the partnership between SMC's Applied Learning Program and their organization.

When to Call: It is best to call the contact person during the organization's normal business hours. If you must leave a message, clearly state your first and last name, a number where they can reach you or leave a message, the best time (morning, afternoon, evening) you can be reached, and the reason for your call. Again, it is important to be professional and patient. Understand that it may take the contact person a couple of days to return your call. You may also follow-up with the contact person via email. It is recommended that you use your SMC student email address and not your personal email.

How to Introduce Yourself: The following is a script you can use to introduce yourself to the contact person via phone and/or email.

Good morning/Good afternoon _____. My name is _____, and I am enrolled in an applied learning course at Santa Monica College. I am interested in assisting at your site because _____. Please let me know if your organization has any applied learning opportunities where I might be able to help and learn more about your organization and its services. My phone number is _____ and the best time to reach me at is in the (morning, afternoon, or evening). I look forward to speaking with you and learning more about _____ (name of the organization).

Once you are able to get in contact with each other, it is a good idea to ask about any time and/or training commitments/requirements, dress code, and what types of activities you might be assigned to complete as an applied learning student. If it is a good match for both parties, you and the community partner, the next step is to discuss your schedule, your first day on site and any or all

expectations.

Remember when contacting a community partner, you should always be professional. The community partner is serving you by investing their valuable resources in your learning. Be patient and courteous. First impressions matter. It is also important to set a positive standard for other SMC students to follow as part of the SMC Applied Learning Program.

7. **Student Time Log:** Now that you have secured a position with a community partner and have submitted the Student Application and Agreement Form to the Applied Learning Program (Located in the Career Services Center), you are ready to begin your experience. While providing assistance, you will need to track your hours via the Student Time Log. The Time Log is required of every applied learning student and is used to track hours completed.

Time Log forms will be provided during a scheduled Applied Learning Student Orientation (see your course syllabus for additional information). You may also download a copy of the Student Time Log form on the Career Service's website. This form requires your signature as well as the community partner supervisor's signature and will not be accepted after the deadline. Please refer to your course syllabus for dates and deadlines.

Student Participation Process

Before you start your applied learning experience, remember that you set the tone for your experience. As such, it is important to ask yourself at the beginning as well as throughout your involvement, what do I want to get out of my experience? Note that what you learn at your community partner may not always be evident in the beginning. Try to reflect back to your course learning objectives. Is what you are doing related to your course content? If not, ask yourself, what you can do to change your experience?

1. **Community Partner Orientation/Training:** At the beginning of your applied learning experience, you may be energetic and eager to make a difference at the community partner site where you have been assigned and/or with the people with whom you work. Remember you may encounter a variety of situations that may not always be predictable. As such, we want all applied learning students to attend a Community Partner Orientation/Training on or by the first day on site.

Community Partner Orientation/Training

The following are topics both you and your supervisor should address on or by the first day of site:

- Meet with your supervisor; learn more about the community partner where you will be assisting
- Tour of the organization, including any work areas
- Meet and be introduced to other employees and volunteers
- Learn more about the organization
- Historical background, mission statement, values, goals, and objectives
- Client base
- Community needs
- Review any materials provided by the community partner
- Discuss any risk, safety and emergency evacuation guidelines
- Discuss student and organization expectations
- Discuss job description (tasks and responsibilities)
- Discuss any sign-in/sign-out procedures
- Discuss the Student and Supervisor evaluation instruments

2. To be most successful with the applied learning experience, it is important to be flexible and open to learning. Expect a little uncertainty. Try to challenge yourself. And most of all, remember that you have several support systems in place (SMC instructor, the Applied Learning Program, your community partner supervisor) to help structure your first day on site as well as throughout your entire experience. As the term progresses, you will begin to feel more comfortable with applied learning and will grow into your applied learning role.
3. **Tracking Your Hours:** As mentioned previously, you are required to complete and submit the Student Time Log. The Time Log is used to assist you in tracking and providing confirmation of hours completed at your assigned community partner. It is your responsibility to record, monitor and complete the minimum number of required hours. Time logs must be received by the Applied Learning Program (Located in the Career Services Center) by the deadline listed on your course syllabus. Prior to submitting your Time Log to the Applied Learning Program, please make a copy for your records.

Please note Time Logs require your signature as well as the signature of your community partner supervisor. We recommend that you record your hours each time you report to your community partner site. If submitting hours for the same course on more than one Time Log, you must complete and sign each form. If you are providing assistance at more than one community partner, please complete one form per agency. All minutes should be rounded to the nearest ½ hour and reported as 0.5 only.

Types of Duties/Responsibilities That Don't Count Toward Your Hour Requirement

When completing your Time Log, you will be required to list specific duties/responsibilities. In order to receive credit for any hours provided, the work must be meaningful college-level work. The following types of duties/responsibilities will not count toward your 20 hour requirement

- Continuously assigned administrative/clerical duties such as providing general phone coverage and filing (These tasks should only be assigned in moderation for the purpose of familiarizing you with an organization unless previously approved by the Applied Learning Program)
- Assistance conducted for religious practice such as religious education, worship, or evangelizing
- Community service hours whether required by another campus organization/club or court ordered
- Involvement through a partisan political organization and/or any type of organization where work performed would be considered partisan
- Assignments that include assisting, promoting, or deterring union organizing and/or impairing existing contracts for services or collective bargaining agreements

4. **Reflection:** Applied learning can be an exciting and rewarding experience. However, to enhance your experience, it is important to keep track of your feelings and observations, good or bad. Reflection is the key ingredient for transforming what you have experienced into learning. Be willing to share your thoughts and experiences with others in discussions, as it may help you view new situations with a different perspective. Refrain from making or acting on any stereotypes. Challenge yourself to consider ideas that are unfamiliar and/or uncomfortable. Promote a respectful, open, and inclusive environment and always try to bring a positive attitude. Most importantly, make an effort to learn and be open to seeing things in a new way. Be an active listener and observer, by reflecting throughout your applied learning experience.

Types of Reflection Exercises

Throughout your course, you will be asked to reflect on your applied learning experience (before, during, and after) both in the classroom and in the community. Reflection assignments may happen in a variety of ways (in class group discussions, online discussions, journaling, papers, presentations, portfolios, role-playing, case studies, essays, etc.)

Completing your Applied Learning Experience on a Positive Note

You will meet and interact with a variety of people at your community partner. How you complete your applied learning experience is just as important as how you begin. Therefore, at least 2 to 3 weeks before you are scheduled to end your experience, it is a good idea to remind your supervisor of your last day on site. As a student enrolled in a course with an applied learning component, it is also a good idea to review any applied learning requirements/forms assigned by your instructor and/or the Applied Learning Program at SMC.

1. **Creating Closure with Your Community Partner:** Towards the end of your applied learning commitment, it is essential to create a sense of closure to mark the end of your work at your assigned community partner. The following are guidelines to help you make the most of your last weeks and end your experience on a positive note.
 - Ask your supervisor what is the best way to let others know that you are leaving and why
 - Remind your supervisor of the Supervisor Evaluation Form
 - Ask for any final feedback about your performance
 - Request that your supervisor review and sign your Time Log
 - Say goodbye – Thank your supervisor and the community partner for contributing to your learning (i.e. a thank you note or a simple verbal acknowledgement of your supervisor’s contributions to your applied learning experience)
 - Leave your work organized and easy for someone else to follow after
 - Stay in touch. Build the bridge for future networking and employment opportunities
 - If interested, ask about other possible opportunities for you to get involved
 - Examine your own growth in this experience (academically, professionally, personally)

2. **Creating Closure with Your Course Instructor:** In addition to creating a sense of closure at your community partner, it is imperative that you complete any applied learning requirements assigned by your instructor. This may include any assignments or projects. Please refer to your course syllabus for additional information.

3. **Creating Closure with the Applied Learning Program:** Not only do you have to create closure with your assigned community partner and instructor, but you also need to complete the final requirements of the Applied Learning Program. This includes submitting your Student Time log and Student Evaluation Form to the Applied Learning Program (Location in the Career Services Center) as well as having your community partner supervisor submit his/her Supervisor Evaluation.

Applied Learning Program Final Requirements

To finalize your applied learning experience, you will need to submit the following forms to the Applied Learning Program by the scheduled deadline. Please refer to your course syllabus for dates and deadlines. Forms will not be accepted after the deadline.

Student Time Log

It is your responsibility to record, monitor and complete the minimum number of hours required by your instructor. This form requires your signature as well as your community partner supervisor's signature. If submitting hours for the same course on more than one Time Log, you must complete and sign each form. If you are providing assistance at more than one organization, please complete one form per community partner. All minutes should be rounded to the nearest ½ hour and reported as 0.5 only. Prior to submitting your Time Log to the Applied Learning Program, please make a copy for your records.

Student Evaluation

The Student Evaluation form is an opportunity for you to share your thoughts about your experience and will be emailed to all applied learning students via their SMC student email account closer to the 12th week of the semester.

Supervisor Evaluation

Towards the end of the academic term, the Applied Learning Program will email your supervisor the Supervisor Evaluation form. As part of the evaluation process, your supervisor will evaluate his/her experience with the program as well as your performance at the community partner. In addition, your supervisor will be asked to confirm the number of hours you completed. It is important to remind your supervisor to respond directly to the email and by the deadline stated on the form. Supervisor Evaluation forms hand delivered or mailed by the applied learning student will not be accepted. Simply remind your supervisor how important it is to return the form by the deadline.