Applied and Service-Learning
Alternative Placement Pre-Approval Form

The Applied and Service-Learning Program is more than happy to allow you to join another site at your initiative. However, the program must also ensure that the site will serve the purpose of the class and the course material. Therefore, if you wish to choose a different site, it should be something similar to and comparable with the list of organizations already approved for your class.

Prior to the approval of any site, you must submit the following form to the Applied and Service-Learning Program. Hours will not count towards your course requirement until approval from the Applied and Service-Learning Program has been granted.

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 and service-learning requirement. If you are participating in more than one applied and service-learning course, please complete one application per course.

Instructor First Name: _____   Instructor Last Name: _____

Course Title: _____   Course Section Number: _____   Semester/Year: _____

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 description of the organization where you are requesting to complete your Applied and Service-Learning experience. (You may attach a flyer or brochure in addition to your description):

How will the objectives of your course/assignments be met at the site where you are requesting to complete your Applied and Service-Learning experience? What are examples of some of the projects you are expected to assist with and/or complete at this site?

What community needs does the above site address (check all that apply)?

☐	Advocacy, Community	☐	Animal Welfare	☐	Arts and Culture	☐	Civic Engagement	☐	Community Development	☐	Disabilities, People with
☐	Domestic Violence	☐	Education/Adult	☐	Education/ESL	☐	Education/Youth Development and Mentoring	☐	Elderly Programs and Services	☐	Environmental/ Global Issues
☐	Family Services	☐	Health Services	☐	Health, Mental	☐	Homelessness	☐	Housing	☐	Hunger
☐	Immigration	☐	Labor	☐	Legal	☐	LGBTQ	☐	Low Income	☐	Social Justice
☐	Wellness and Fitness	☐	Women's Issues	☐	Veteran Affairs						

☐ Other: _____

Prior to beginning your applied and service-learning experience, does the above site require any of the following (Check all that apply)?

☐	Age 18+	☐	Application	☐	Background Check	☐	Bilingual: _____	☐	Computer Literacy	☐	Confidentiality Agreement
☐	Drug Screening	☐	Fingerprinting	☐	First Aid/CPR Certified	☐	Interview	☐	Pre Training	☐	Reference Check
☐	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.