STUDENTS LEARNING THROUGH EXPERIENCE

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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.

Applied Learning Program Role

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 SMC students. As a liaison, the Applied Learning Program helps to create and support the applied learning partnerships between all participants.

Project Examples

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

Discipline	Applied Learning Project Ideas
Accounting/Business /Economics	▪ 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	▪ Conduct oral histories of a particular group of people ▪ Prepare displays at local public schools or libraries related to the community history
Archeology	▪ Catalog artifacts for a local museum
Arts/Music	▪ 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 ▪ Design brochures, logos, or other materials for an organization

Computer Science	▪ 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	▪ Develop a tutoring services program ▪ Organize a book-drive for children libraries, then help them develop a reading program for children
English	▪ 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	▪ 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	▪ 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	▪ Provide support to families of children in the hospital via the Ronald McDonald organization. ▪ Assist with special-needs, mental health, or counseling agencies
Science	▪ 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	▪ 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 You as a Student:

- Deepens your understanding of course materials through the application of coursework materials to real situations;
- Creates stronger and more meaningful relationships with your instructor
- Builds and strengthen your critical thinking, problem solving, moral development, and leadership skills
- Introduces you to different career paths
- Prepares you for internships and future employment opportunities
- Raises awareness of community, social and civic needs
- Creates opportunities for you to practice interpersonal communication skills in diverse settings
- Enriches your resume or scholarship application
- Creates opportunities for you to network with other community members for academic and professional development
- Creates opportunities for you to learn about diverse cultures and communities

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	☐ Review the student participation requirements
	    ☐ F-1 international students - Check-in with the IEC
	    ☐ Students with disabilities - Check-in with DSPS
	    ☐ Enroll in a course that offers an applied learning component, either as an option or as a requirement (20 hour requirement)

Week 1	☐ Attend an Applied Learning Student Orientation ☐ Review the Applied Learning Student Guide
Weeks 2 and 3	☐ Reach out to a community partner provided by your instructor (refer to your course syllabus for additional information)
Week 4	☐ Submit the Student Application/Agreement form to the Career Services Center (CSC) by the scheduled deadline ☐ Complete any necessary paperwork and requirements by the community partner

Week 5	☐ Attend a Community Partner Orientation/Training Session ☐ Start your Applied Learning Experience ☐ Track your hours
On-going	☐ Complete any course assignments and/or reflective exercises
Weeks 12 and 13	☐ Begin creating closure with your community partner
Week 14	☐ End your Applied Learning Experience with your community partner ☐ Submit your Time Log and Student Evaluation to the CSC by the scheduled deadline ☐ Finalize any paperwork with your community partner ☐ 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 Applied Learning Program website http://www.smc.edu/StudentServices/CareerServicesCenter/Pages/Applied-Learning-Program.aspx. 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 Applied Learning Program website http://www.smc.edu/StudentServices/CareerServicesCenter/Pages/Applied-Learning-Program.aspx. 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 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

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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.

Appendix

To Be Submitted before You Begin Your Applied Learning Experience (see your course syllabus for exact deadlines)

☐ Student Application and Agreement

To Be Submitted at the End of Your Applied Learning Experience (see your course syllabus for exact deadlines)

☐ Student Time Log
☐ Student Evaluation
☐ Supervisor Evaluation (Emailed directly to your supervisor by 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.

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_____ (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

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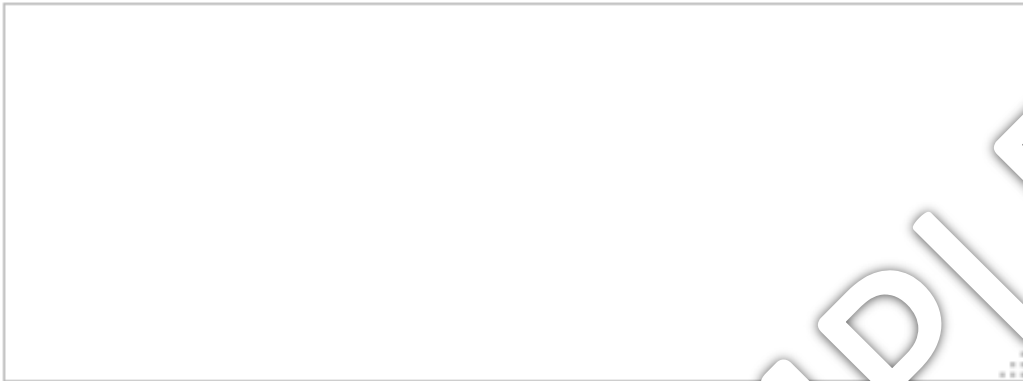
Based on your applied learning experience this semester, please indicate the extent to which you agree or disagree with each statement. *

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

What challenges did you face during your applied learning experience?

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

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

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 *

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

	Below	Meets	Exceeds
Attendance and punctuality	◎	◎	◎
Professional Demeanor	◎	◎	◎
Interpersonal/Communication Skills	◎	◎	◎
Dependenability	◎	◎	◎
Initiative	◎	◎	◎
Work Quality	◎	◎	◎
Sensitivity to others	◎	◎	
Flexibility	◎	◎	
Overall Evaluation of Student	◎	◎	◎

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?