

# TUSCULUM COLLEGE



## Community Information Packet



ESTABLISHED 1794

Dear Community Organization:

Welcome to the Service-Learning Program at Tusculum College! Thank you for your interest in working with us to offer meaningful service experiences to our students. We at Tusculum believe that service combined with learning is a powerfully enriching experience for all involved.

In our Service-Learning program, students work through a community-based organization or agency to provide a minimum of 50 hours of service to members in the community. Each student earns up to four academic credits for the reflection and learning that accompanies his or her service.

In this packet you will find all the materials necessary to arrange a placement with a Service-Learning Student:

- An overview of service-learning.
- A summary of program expectations.
- An evaluation – to be mailed or faxed to the Center for Civic Advancement at the end of placement.
- Community Learning Agreement: a service-learning agreement describing the placement and an assumption of risk statement (**see pink sheet**).

The pink Community Learning Agreement will be removed from the packet, completed, and returned to our office. We will make a copy for both you and the student.

The Center for Civic Advancement is the campus clearinghouse and coordinating body for service placements. Please contact us, at any time, with any questions or concerns. We want to know what works and what doesn't, and how we can better support you as you offer service experiences to our students.

We look forward to working with you.

Sincerely,

*Robin Fife*

Assistant Professor of Sociology

Center for Civic Advancement | PO Box 5041 | Greeneville, TN 37743  
(423) 636-7372 | Fax (423) 636-7327  
[www.tusculum.edu/cca](http://www.tusculum.edu/cca)

## AN OVERVIEW OF SERVICE-LEARNING

Tusculum College has taken on the mission of developing in its students what we call the **civic arts**: that is, the skills, knowledge, and practical wisdom that will enable them to function effectively as active and responsible citizens, to contribute to building the common good in their communities. Much of our curriculum has been redesigned to focus on this mission. Service-learning is the practical expression of this goal.

**Service-Learning** incorporates two fundamental components:

1. Service, an activity that meets an identifiable community need and that helps establish and maintain just relationships, and
2. Learning, about community, self, academic discipline, and the nature of service, through classroom activities and reflection which connect the service experience to the academic curriculum.

The community organization providing the service placement should receive a real benefit from the student's service, as the student works at tasks that help the organization meet its mission.

Students benefit from hands-on learning opportunities that challenge and stretch them, that expand their knowledge of social issues, that foster in them a sense of civic responsibility and social justice, and that create in them an understanding of service as "the rent we pay for living on the planet" (Marian Wright Edelman).

It is important that the service placement reach beyond routine tasks of organizational maintenance, although it may include such tasks. The more challenge students face--with sufficient support and guidance, of course--the more they will grow in their ability to serve.

**Reflection** is an important part of the student's process of learning. Center for Civic Advancement staff will work with students throughout their placement, helping them see in their experience whatever lessons it has to offer.

As the student's site supervisor or more experienced colleague, you have the opportunity to contribute to this learning. The questions you are in a position to ask and the explanations you are in a position to offer allow you to function as a kind of "field teacher," working in partnership with the College in its teaching mission, as the College works with you to serve our larger community.

## **PROGRAM EXPECTATIONS**

### **WHAT YOU CAN EXPECT FROM A STUDENT:**

- Time and effort.
- Commitment and reliability.
- Attendance at orientation and training sessions.
- Respect for the agency, its policies and programs, and for the persons served including client confidentiality.
- Acceptance of supervision and feedback.

### **WHAT WE EXPECT FROM YOUR ORGANIZATION:**

- An orientation and, if needed, specialized training.
- Completed Community Learning Agreement form and Assumption of Risk Statement.
- Adequate supervision with opportunities for the students to learn.
- That questions and/or concerns about the placement be brought immediately to the staff of the Center for Civic Advancement.
- Provision of necessary resources for students to perform their responsibilities (i.e., activity supplies, gym space, etc.).
- Initialed daily "Hours Log" for student's service time each month.
  - Completed Agency Evaluation of Student Form.

## Agency Evaluation of Student

Student Name \_\_\_\_\_

Agency \_\_\_\_\_ Supervisor \_\_\_\_\_

Responsibilities taken on by Student: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was the Student adequately prepared for these responsibilities? Yes No

Does the Student abide by agency rules and requirements? Yes No

Please evaluate on a scale of 1-5:	Superior	Above Average	Average	Below Average	Don't know
Attendance at meetings scheduled	4	3	2	1	0
Follow through on commitments made	4	3	2	1	0
Cooperation with other community members	4	3	2	1	0
Willingness to learn	4	3	2	1	0
Communication Skills	4	3	2	1	0
Problem-solving skills	4	3	2	1	0
Understanding of people	4	3	2	1	0
Motivation/initiative	4	3	2	1	0
Interest in project/agency	4	3	2	1	0
Performance/overall effectiveness of student's service	4	3	2	1	0

What is your overall opinion of the work done by this student?

\_\_\_ excellent \_\_\_ very good \_\_\_ satisfactory \_\_\_ poor \_\_\_ unsatisfactory

(Over, please)

Tusculum College  
Center for Civic Advancement

Please comment on the student's service with your organization. How well did it meet your expectations?

Is there anything that would make this a better experience for you and the Student?

If asked, would you be willing to write a letter of reference for this Student? Yes No

Any other comments?

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

Thank you for the time you have taken to supervise and evaluate this student. We appreciate your support of Tusculum's Service-Learning Program.

Please mail or fax to:      Center for Civic Advancement  
Tusculum College  
Box 5041  
Greeneville, TN 37743  
Phone (423) 636-7372  
Fax (423) 636-7327

# Community Learning Agreement

Student's Name: _____	Telephone: _____
CCA Advisor: _____	Telephone: _____
Agency Name: _____	
Address: _____	
Site Supervisor: _____	Telephone: _____

This Learning Agreement is to be completed by the Student after discussion with his/her site supervisor. After the Student and site supervisor have signed the form indicating mutual agreement to its contents, the Student returns it to the Center for Civic Advancement for its approval. The Center for Civic Advancement will distribute copies to both the Student and the site supervisor. If there are any questions, please contact the Center for Civic Advancement at the phone number above.

**LEARNING OBJECTIVES:** What is it you hope to learn from this service experience – about the agency, about the challenges and assets of the population with whom you will be working, about yourself, about your community? Example: “to increase my understanding of the impact of poverty on the lives of young people.” The learning objectives should be based on the service needs of the agency and on the Student’s learning goals.

\_\_\_\_\_

\_\_\_\_\_

**SERVICE OBJECTIVES:** Identify and describe the nature of the service activities in which you will be engaged. The service objectives should be designed to help you work toward your learning objectives. Example: “to create and implement an arts program with third graders.”

\_\_\_\_\_

\_\_\_\_\_

**STUDENT:** I agree to devote an average of \_\_\_\_\_ hours per week in order to fulfill the service goals described above. I will provide service on (days of the week) \_\_\_\_\_ from (time) \_\_\_\_\_ to \_\_\_\_\_. I agree to complete forms, evaluations, and other paperwork needed by either the program or the site supervisor. I have reviewed and agree to adhere to the Tusculum College Service and Learning guidelines. Also, I agree to discuss any concerns about this placement with the site supervisor and with the Center for Civic Advancement.

\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**SITE SUPERVISOR:** As site supervisor, I hereby agree to guide the service-learning experience of the Student and to submit a brief final evaluation of their achievements. I also agree to discuss any concerns about the Student’s performance directly with them and the Center for Civic Advancement if necessary. The agency also understands that this agreement is made in conjunction with the attached "Community Service Assumption of Risk Statement".

\_\_\_\_\_

Site Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

In the event that questions or concerns arise, please contact the staff of Center for Civic Advancement at Tusculum College at 636-7372.

**Tusculum College reserves the right to eliminate site placements if such placement is determined to be unsuitable by the Center for Civic Advancement. Student service volunteers should not displace paid employees.**

**COMMUNITY SERVICE  
ASSUMPTION OF RISK STATEMENT**

(To be completed by Agency)

This agreement made the day and year listed below between Tusculum College and specifically, the Center for Civic Advancement (**hereinafter referred to as "College"**) and \_\_\_\_\_, (**hereinafter referred to as "Agency"**), and, for and in consideration of the mutual covenants and promises hereafter made and exchanged, the parties do agree:

That Agency is engaged in providing service in the form of \_\_\_\_\_ and is willing to utilize the assistance of volunteers to perform its function; that College will advise its students of the need for volunteers by Agency and the nature of service that may be required (according to information provided by Agency).

That Agency agrees that students accepted by Agency for community service will in no manner be considered employees, agents, or server/volunteers of the College. Any screening for suitability for community service will be the responsibility of Agency and not College. College makes no warranty of suitability for service of students volunteering with Agency.

That Agency will, to the extent permitted by law, indemnify and hold harmless the College from all claims or actions which may arise by reason of volunteer service being provided to Agency by students from the College.

That Agency will allow College access to the Agency for the purpose of observation and evaluation of the Student's volunteer service efforts and will if requested, provide to College written evaluation of the volunteer service effort of the Student in such form and content as may be reasonably requested by College.

To the extent that any portions of this statement may be inapplicable or are otherwise prohibited under Tennessee law, the remainder of this statement should be read separately, and its legal effect should be endorsed.

**AGENCY:**

**COLLEGE:**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**