

SERVICE LEARNING

FORMS GUIDE

Appendix Guide – Work Experience

Pre-Placement Forms

Appendix	Name of Form	Detail	Faculty	Student	Partner
A	Project Overview	Identifies community partner and course(s) which project will fall within			N/A
B	Service Learning Plan	Outlines partner needs, learning activities and learning goals that project will address			
C	Risk Management Plan	Outlines potential risks and mitigation for activities in the project			
D	Assessment and Evaluation Plan	Provides Learners with the details on how they will be assessed and evaluated during the project			N/A
E	Service Learning Partnership Agreement	To be signed after all other forms have been completed and shared with learners and Community Partners.			

In-Placement Forms

Appendix	Name of Form	Detail	Faculty	Student	Partner
F	Accident/Incident Report	Must be completed by faculty or Academic Chair if incident occurs and signed by community partner and student			

Note: Some programs may require additional forms. Please confirm with your faculty.



Appendix A: Project Overview

Project Overview (completed by Learner and Faculty)	
Community Partner	
Address	
Phone	
Contact Name	
Email	
Learner	
Faculty	

Course(s) associated with this Service Learning activity:



Appendix B: Service Learning Plan

Completed by Community Partner and Learner(s)

Community Partner's Needs	Learner Activities <i>(What, when and how)</i>	Learning Goals <i>(Course outcomes and personal learning goals)</i>
SAMPLE		
<ul style="list-style-type: none"> A family resource centre is supporting a group of new parents but they don't have a parenting resources guide. 	<ul style="list-style-type: none"> Gather and review parenting resources (6 days). Draft and design a brochure (2 days). Present to partner for feedback (1 day). Revise and complete final copy (2 days). Learner will attend parenting group session one afternoon a week for 8 weeks. 	<ul style="list-style-type: none"> Research skills. Developmental psychology outcomes on parenting. Writing skills-influential writing, APA. Computer skills-document formatting. Verbal and email communication skills. Confidence building.

How has the learner prepared for the Service Learning activity? Check all those that apply.

- Participated in a Service Learning Orientation Session
- Developed a community profile
- Developed a organization profile
- Conducted an interview with a Community Partner
- Researched Community Partner's needs
- Aligned with program/course outcomes, skills or theory required for activities
- Other: _____

How will the Community Partner support the learner(s)?	<i>Ex. Will meet weekly to discuss project.</i>
How will Faculty support the learner(s)?	<i>Ex. Will have weekly meeting with learner, call Community Partner for feedback.</i>
Outline any costs or resources associated with the learning activities.	<i>Ex. Tools will be provided by Community Partner, materials from local building supplier.</i>
Other Details	



Appendix C: Risk Management Plan

(Completed by Learner, Community Partner)

Risk Assessment Activities (How did the Learner/Community Partner/Faculty assess the risks associated with the learning activities?)	Risk Assessment (Describe any risks associated with the learning activities)	Risk Management (Describe how risks will be minimized, eliminated, or reduced)
Example: Visited the fire hall with the Fire Chief and looked over the room that needed repairs	Learner might fall from a ladder while installing drywall	<ul style="list-style-type: none">• Bring first aid kit and cell phone• Use properly maintained tools• Work in pairs

Appendix D: Assessment and Evaluation Plan

(Completed by Faculty)

This form provides Learners with the details on how they will be assessed and evaluated during their Service Learning project.

Methods of Assessment	Methods of Evaluation
<ul style="list-style-type: none">▪ <i>De-briefing meetings</i>▪ <i>Journals</i>▪ <i>Web board discussions</i>▪ <i>Learner emails</i>▪ <i>Group updates</i>▪ <i>Feedback from Community Partner</i>▪ <i>Other:</i>	<ul style="list-style-type: none">▪ <i>Learner self-assessment rubrics</i>▪ <i>Learning narrative</i>▪ <i>Individual or group presentation</i>▪ <i>Reflective essay or paper</i>▪ <i>Pre-post test to evaluate learning outcomes</i>▪ <i>Other:</i>
Value or grade:	
Due dates or other instructions:	

Appendix E: Service Learning Partnership Agreement

(Completed by Community Partner, Learner, Faculty and Academic Chair)

- To be signed after all other forms have been completed and shared with learners and Community Partners.
- Community Partners confirm by signing below that they hold the required minimum \$2 million general liability insurance.
- Faculty and Learners are comfortable that this project does not take paid work away from community members.
- All Service Learning project partners agree to work collaboratively, ethically and professionally to achieve the service and learning goals outlined.

Project Partners Names	Signature	Date
Community Partner		
Learner(s)		
Faculty		
Academic Chair		

Document Management

- Copies of the signed forms are to be provided to Community Partner, Learner(s) and Academic Chair.
- The original signed form is to be kept on file by the appropriate Faculty member for three years.

Appendix F: Accident/Incident Report

Name: _____ Date: _____

Work Placement Site: _____

Contact Name: _____ Phone: _____

Student's Name: _____ Home Campus: _____

Name of NSCC Program: _____

Incident Type: Injury/Illness: Property Damage Fire Spill Other: _____

Incident Date _____ Incident Time _____

Location of Incident _____
(if different from Work Experience Placement Site Recorded Above)

Nature of Injury:

Aid Given: On Site Doctor's Office Hospital Other:

Witnesses

Name: _____ Statements Attached: Yes No

Name: _____ Statements Attached: Yes No

Supervisor

Name: _____ Title: _____

Property Damage

Description of Property: _____

Description of Damage: _____

Signatures

Supervisor

Student

Routing Instructions: • Fax copies of this report to Work Integrated Learning, Attention: Tracy Peers at 1-902-491-2178 and to the NSCC Occupational Health & Safety Office at 1-902-491-1739.

If you have any questions or need assistance, please contact NSCC's Occupational Health, Safety and Environmental Services Office at (902) 491-SAFE (7233)