

**SERVICE**

**LEARNING**

**STUDENT GUIDE**

**STRIVE.** *nsc*

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## Introduction

Service Learning is structured experiential learning that integrates active, meaningful community service with instruction and reflection to promote a sense of civic responsibility and strengthen communities. Service Learning promotes a sense of community and civic engagement that enriches the learning process and enhances personal and professional growth. In addition to providing a meaningful portfolio learning experience for learners, Service Learning increases the capacity of our communities to maintain programs and services that are vital to Social and economic development in Nova Scotia.

Through service learning, learners will strengthen their attachment to their communities and see themselves as integral to the continued growth of the province.

Quality service learning experiences are built on a foundation of community relationships. Working together, our community partners can serve as co-educators helping NSCC to prepare learners for work in various sectors or industries. Beyond this, our graduate profile identifies additional values such as civic responsibility, citizenship, social consciousness and leadership. We believe service learning helps us to shape graduates who are both skilled in their professions and who see themselves as an integral part of the sustainability and progress of their campus, college, community and province.

Our vision is to provide every learner with an opportunity to experience community engagement that will enhance her/his critical thinking, leadership development, ethical decision-making, social consciousness and civic responsibility. To that end, Service Learning is a program-level outcome in all of NSCC's core programs.

## Checklists

The following checklist outlines the required procedures to be completed by students prior to, during and following the completion of a service learning project.

### Pre-Project Checklist

- Participate in orientation sessions with faculty and community partner
- Participate in completion of following forms:
  - Project Overview
  - Service Learning Plan
  - Risk Management Plan
  - Assessment and Evaluation Plan
  - Service Learning Partnership Agreement

### Post Project Checklist

- Celebrate the results of the project

## Responsibilities

### Students

- Prepare for your Service Learning activity by attending and participating in any orientation sessions provided by your Faculty and your Community Partner.
- Intentionally take on the dual role of learner and service provider.
- Expect to participate in activities that prepare you for this role (theory, site visit, risk management planning, meeting with Community Partners, writing your learning goals, etc.).
- Actively engage in service delivery in the community.
- Reflect upon the meaning of the experience to you personally, intellectually, and with respect to citizenship.
- Accept the responsibilities inherent in community engagement, including responsible behaviour, and respectful relationship building.

### Faculty

- Faculty responsibilities are outlined in the Service Learning Student Guide. See [http://www.nsc.ca/learning\\_programs/work\\_experience/](http://www.nsc.ca/learning_programs/work_experience/) for more information.

### Partners

- Partner responsibilities are outlined in the Service Learning Partner Guide. See [http://www.nsc.ca/learning\\_programs/work\\_experience/](http://www.nsc.ca/learning_programs/work_experience/) for more information.

## Health & Safety

Student health and safety is a priority. Safety is a shared responsibility amongst NSCC, the community partner and the student. A consideration in planning a service learning activity, project, course or placement is risk management. Most risks associated with applied learning activities can be managed collaboratively amongst Learners, Community Partners and Faculty effectively with good communication, planning and documentation.

Students have insurance coverage through the Student Insurance Program (SIP) while they are participating in College learning activities, but learning how to identify, manage and avoid risk helps learners develop safe employment practices. NSCC requires learning partners (employers, community organizations etc.) to carry general liability insurance of at least \$2 million. We will ask our partners to sign an agreement with us indicating they have met this requirement. Some exceptions apply. Consult within your supervising faculty for more information.

International students attending NSCC must purchase and will be automatically enrolled in the mandatory International Student Emergency Health Insurance (EHI). To confirm coverage for international students, please contact [nscplan@mystudentplan.ca](mailto:nscplan@mystudentplan.ca).

For international activities (i.e. outside of Canada), additional Student Guard insurance for students is mandatory and is paid for by the student. The purchase of insurance can be coordinated through NSCC

International, which also provides student orientation for international activities. Please contact [international@nsc.ca](mailto:international@nsc.ca) to arrange orientation and insurance coverage.

A risk assessment should be done to identify risks associated with each Service Learning project. This may include: a tour of the facility or a site assessment; a discussion with the agency supervisor; a review of the organization's policies, procedures and OH&S manual; and an orientation to the project.

Minimizing risk is in the best interest of learners, learning partners and NSCC. A Partner Agreement has been developed to record any potential risks and plans for minimizing or eliminating the risks.

The Partner Agreement will be prepared and signed by: (1) partner organization, (2) learner, (3) Faculty, and (4) Academic Chair before the learner begins his/her placement. The final decision about whether or not risk has been adequately managed will be determined by the Faculty and the Academic Chair.

**In case of accident, a NSCC Accident/Incident Report must be completed.** Community partners and/or students are to inform faculty. Accident reports must be completed by Faculty or Academic Chair and be submitted online through "OurNSCC"

<https://ournscc.nsc.ca/Departments/OHSE/Pages/AccidentIncidentReporting.aspx>

Please note: In case of a serious accident or incident requiring ambulance transport, hospitalization, or emergency care, contact the office of NSCC Occupational Health, Safety & Environmental Services IMMEDIATELY at 902-491-7233.

Please ensure that you know what to do and who to contact (i.e. faculty and/or academic chair) if you find yourself in an unsafe or disrespectful working environment.

### Safe & Respectful Environment

NSCC is committed to ensuring that all students and community partners learn and work in a safe environment, free from discrimination and harassment, and conducive to learning and teaching.

NSCC is committed to ensuring fair and equitable treatment of all members of its community, while maintaining the academic integrity of programs and curriculum, and an academic climate conducive to learning, free from disruptive or inappropriate behaviour.

To learn more about NSCC's commitment to providing safe and respectful work environments, visit Student Code of Conduct at [http://www.nsc.ca/about\\_nsc/policies\\_procedures/index.asp](http://www.nsc.ca/about_nsc/policies_procedures/index.asp).

## Resources

### Guides

Guides have been developed for Faculty, Students and Community Partners to ensure there is a clear expectation of roles.

### Documents & Forms

Forms for service learning projects can be found in the Service Learning Forms Guide. Some forms are mandatory which need to be completed by all stakeholders (Students, Partners and NSCC). Stakeholders and timing for each form is indicated in the table at the front of the Service Learning Forms Guide.

### Policies and Procedures

Relevant NSCC policies and procedures apply to students during the duration of a service learning project. For an overview of NSCC's policies, please visit:

[http://www.nsc.ca/about\\_nsc/policies\\_procedures/index.asp](http://www.nsc.ca/about_nsc/policies_procedures/index.asp)