ASSIGNMENT PACKET FOR 
SERVICE LEARNING PROJECT 

LIBERAL STUDIES 3000 

FALL 2014 

INSTRUCTOR: CHRISTY GONZALES
**OVERVIEW**

The service learning (or field experience) component is an integral part of Liberal Studies 3000. For this project, you will observe students in a classroom setting in order to give you real experience to bring to your readings and class discussions.

This project will require 30 documented hours of your time outside of our class and in the community in an educational setting working with people from different ethnic or cultural backgrounds from your own. You will maintain and keep copious notes and complete a paper reflecting on the field experience.

**FIELD NOTES**

One of the most effective ways to track progress during an on-going project such as this one is through recording direct observations. You will be required to write down copious notes for each time you volunteer. These notes must cover 30 hours of observations and must be verified and signed by the teacher you are observing. (You must get a signature for every day you are there.) It is best to spread the 30 hours out over time (e.g. 10 hours per week for 3 weeks). This means you must immediately find a classroom to observe. Your signed field notes will be a part of your portfolio.

**REFLECTION PAPER**

Your reflection paper will partly draw on your observation notes. You will write a 4-6 page paper integrating what you have learned in class and what you have learned in the field experience. The emphasis for this assignment will be on your ability to demonstrate critical reflection about your field experience. You may want to organize your essay around our major themes: motivation, assessment, management, and diversity, or you may want to focus on one specific area. Your essay must be more than a simple report of what you did; you should reflect on what you learned from the experience, how it relates to what you learned through class discussions and reading, and how you will apply this new knowledge. This paper will be placed in your portfolio under the Service Learning tab, and will be assessed using the REFLECTION ESSAY ASSESSMENT GUIDELINES found on page 11 of the Assignment Description Packet. (You will not be able to revise this written assignment.)

**OTHER PROCEDURES**

This project also requires various approvals from various agencies. The forms for these approvals are included in this packet. Please read the back of this sheet carefully for instructions. You are responsible for gaining the required signatures and clearances.

**Note:** In order to have adequate time to complete this project, you must immediately find a classroom to observe and obtain all the necessary clearances. You must complete this project in order to pass this course.
The following forms are included in this packet:

**LIVESCAN FINGERPRINTING PROCEDURES**

Read this page carefully. You are responsible for being fingerprinted. If you have already undergone the Livescan Procedure for another Liberal Studies class at Stanislaus, your previous clearance should still stand. You must bring proof of your livescan clearance (CSUS application copy) to class on the day indicated on the course schedule. On this day you must also bring proof of your TB test. If you have a Certificate of Clearance, please bring the actual certificate (it will be returned to you).

**PLACEMENT SCHOOL SITE DECLARATION FORM**

This form must be completely filled out and signed by the appropriate school personnel. It must be brought to class on the day indicated on the course schedule. “Completely filled out” means you have the school address, teacher’s name, teacher’s email address, etc.

**FIELD NOTES**

Use this form to take notes each time you are in the classroom. (You will have to duplicate the form.) These notes should be retained for the portfolio. Please note that you must always get the signature of the classroom teacher verifying your hours. I will expect something written for each section of the notes each day. In order to get full credit you must have complete notes. You must get the teacher to sign the Field Notes each day. Do not wait until the end of the 30 hours.

**OBSERVATION/TUTORING PERFORMANCE APPRAISAL**

When you have completed approximately 15 hours, give this form to your site mentor/master teacher to fill out and return to you. Do the same when you have completed all 30 hours. This form will be included in your portfolio. Make sure that you give your master teacher enough time to complete the form both at 15 hours and 30 hours of observation and well in advance of the deadline when you turn in your portfolio.

**SERVICE LEARNING AGREEMENT (NCR FORM OR YOU MUST MAKE 2 COPIES)**

Complete this form (in duplicate) and bring it to class on the day indicated on the course schedule. Please use a blue or black pen, and print clearly (or type). It will also be included in the portfolio.
LIVESCAN/ FINGERPRINTING PROCEDURES

To all students in the Liberal Studies Program, Liberal Studies Blended Program, Credential Program, and in Traditional Credential Programs:

Background Information
The Michelle Montoya School Safety Act requires that people having contact with children on a K-12 school site undergo a criminal background check in order to be "cleared" to be in contact with children. This background check is done through the submission of computerized (digitized) fingerprints via a process called "Livescan." The clearance goes through the California Department of Justice (DOJ).

There are many courses in this university that require students to observe in classrooms or work with student in a K-12 school setting. According to the Montoya Act, university students in these courses must be fingerprinted via "Livescan" and undergo a DOJ background check.

Also, according to California Commission on Teacher Credentialing (CCTC) regulations, when students apply to a credential program at the university, they must submit an Application for Character and Identification Clearance and be fingerprinted again via "Livescan" and undergo a background check and be "cleared" in order to take courses and student teach.

Procedures
Therefore, in order to implement these regulations, the Liberal Studies Department and the Department of Teacher Education have implemented the following procedures:

1. LIBS 1000, LIBS 2000, LIBS 3000, EDUC 4200 and EDUC 4400 Courses - Students enrolled in courses requiring work or observations with children K-8 school sites must submit fingerprints via "Livescan" and be cleared by the University to work/observe in schools. This procedure needs to be done only once to cover the student for all these courses. (See note below for the process for submitting fingerprints to be cleared by the University.) When these students apply to the Credential Program, they will need to undergo the California Commission on Teacher Credentialing (CCTC) fingerprinting process. Therefore, these students will undergo the process twice.

2. Multiple Subjects, Single Subjects and Education Specialist Credential (Special Education) Program Courses - Students enrolled in credential program courses must submit fingerprints via "Livescan" to the California Commission on Teacher Credentialing (CCTC). This is done as part of the application process to each credential program. The Credentials Processing Center Office located in the Dermegasso-Bava Hall, Room 303, will keep a record of students who have applied and been admitted to a Credential Program.

3. Students in any credential program course for Blended Multiple Subject, Multiple Subject, Single Subject and Special Education Programs who have not been fingerprinted and cleared through the California Commission on Teacher Credentialing (CCTC) through the application process for the credential program must submit fingerprints to be cleared by the University. (See note below for the process to submit fingerprints to be cleared by the University.) However, students who have been admitted to a credential program at this university do not need to be fingerprinted again.

University Fingerprint/Clearance Procedures
Students who need to submit fingerprints to be cleared by the University must follow these procedures:

1. Go to the Department of Public Safety at the University located in the Campus Services Building.
2. Pay Public Safety $57.00. Public Safety then forwards all paperwork to the Department of Justice (DOJ).
3. Hours available for live scanning at the Public Safety office between the hours of 8-11 and 1-4. No appointment is necessary.
4. For further information feel free to contact the Department of Public Safety at the University at 667-3114 and speak to Ms. Amy Thomas, fingerprint clerk.

Special note
Some students may have already submitted fingerprints and have been "cleared" through another school district. For example, some students may have submitted fingerprints because of employment as an instructional aide, maintenance, janitor, or other employment or because of volunteering, etc. Confidentiality laws do not allow those districts to inform the University whether you have been "cleared." Therefore, the district process will not exempt a student from undergoing the process again for "clearance" through the University. Students MUST have California State University Livescan Clearance. Only students, who can show proof of a "valid and current" Substitute Teaching Clearance, are exempt from further fingerprinting.
LIBERAL STUDIES: 3000
Placement School Site Declaration Form

Name of Student ___________________________ Student ID Number __________________

Student Address _____________________________________________________________

Phone ___________________________ Student E-mail ___________________________

Liberal Studies Course # LIBS 3000 Instructor __________ Dr. Christy Gonzales

Site Mentor Teacher (Print Name) __________________________ Site Mentor Teacher E-mail: __________________

School Site __________________________ Grade/Age/Placement __________________ Planned observation hours 30

School Address __________________________ School District __________________________

Attendance Record __________________________ Number of hours observed/tutored per week __________________

From _______ To _______

Position: _______ Paraprofessional _______ XXX _______ Volunteer _______ Other (please specify) _______

The signatures below verify that the following required elements exist at this placement:

- The university student works directly with K-8 elementary aged students, in a public or private classroom for a minimum of 30 hours during a semester. (Please note: private school observation may only count for 10 hours of 30 total hours).

- The classroom has 25% or more language diversity.

- There is a credentialed classroom teacher who works directly with the university student as a supervisor and will verify the hours on the observation log.

- There are opportunities for the university student to meet with the teacher or other staff members to gain more information at the site.

- The university student meets one-on-one, in small groups, or with the entire class. The university student works with or observes the same students on a regular basis to view their development progress over time.

Student Signature: ___________________________ Date: ___________________________ 

Site Mentor Teacher Signature: ___________________________ Date: ___________________________ 

School Site Administrator Signature: ___________________________ Date: ___________________________

For Instructors Use Only:

TB Cleared: Yes _______ No _______

Livescan Cleared: Yes _______ No _______

Comments: ___________________________
LIBERAL STUDIES: 3000 Community and Diversity  
Field Notes and Observation Log

Student Name: ___________________________  Name of School: ___________________________

Date: ______________  Time: ______________  Hours Completed: ____________

Signature of Teacher(s) verifying the times listed below: _____________________________

What I did in the classroom (specific teaching strategy used; describe the process):

Reflections on what I did:

Motivation used:

Assessment used:

Management used:

Diversity observed:
### OBSERVATION/TUTORING PERFORMANCE APPRAISAL

**Name of Student**

**Student ID Number**

**Liberal Studies Class** LIBS 3000  
**Instructor** Dr. Christy Gonzales  
**Student Date of Birth**

**Site Teacher (Print)**

**School Site**

**Complete School Address**

**School District**

**Attendance Record**

<table>
<thead>
<tr>
<th>From (month)</th>
<th>To (month)</th>
<th>Number of hours tutored per week</th>
</tr>
</thead>
</table>

**RATING SCALE:**  
4 = Always  
3 = Usually  
2 = Often  
1 = Seldom

#### Attendance and Appearance

Reliable and comes regularly and on time. (Consider absences, absences without sufficient notice, and tardiness.) Dresses appropriately for the classroom. (Circle one): Yes ☐ No ☐

**Comments:**

#### Conduct & Relationships with Student & Staff

Works cooperatively with the Master teacher, treats others with respect and courtesy, and inspires their student to be respectful and confident.

**Comments:**

#### Initiative, Interest & Quality of Work

Follows established classroom policies and procedures, uses time in the classroom effectively, initiates work activities. Consider extent to which tutoring/observations completed are accurate, well organized, and thorough.

**Comments:**

#### Analyzing Situations & Materials

Consistently demonstrates good judgment in analyzing classroom teaching situations and in drawing conclusions.

**Comments:**

#### Would You Have This Student Back?

**Comments:**

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**General Comments:**

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**PERFORMANCE APPRAISAL SUMMARY DISCUSSED WITH THE STUDENT? MIDTERM:** YES ☐ NO ☐  
**FINAL:** YES ☐ NO ☐

**Signature of School Site Mentor**

**Midterm Date**

**Signature of School Site Mentor**

**Final Date**

**Signature of Student**

**Signature of University Instructor**

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CGonzales LIBS 3000  
Fall 2014
STUDENT INFORMATION

Student’s Name ____________________________ Student ID Number ____________________________

Mailing Address __________________________ City __________________________ State Zip Code __________

Telephone Number _______ Email ______________________

COURSE INFORMATION

LIBS 3000 Section Number ___5__ Term/Year ___Fall 2014__ Instructor’s Name ___Dr. Christy Gonzales____

SITE INFORMATION

Note: School Site must meet Demographic Description

School Site ___________________________________ City __________________________

Teacher’s Name __________________________ Grade Level __________

Telephone Number _______ General Purpose of Event ______________________________________________

SUMMARY OF SERVICE OBJECTIVES

Please describe the service objective(s) you intend to pursue in this project, the methods you will use to achieve your objectives, and the evidence you will present to show you have achieved your objectives. Attach additional sheet(s), if necessary.

___________________________________________________________________________________________

SUMMARY OF LEARNING PLAN

Please describe your learning objectives for this project, the methods you will use to achieve your learning objectives, and the evidence you will use to show that you have achieved them. Show how your project reflects the goals of the course for which this experience is a component. Attach additional sheets, if necessary.

___________________________________________________________________________________________

STUDENT

As a student committed to a service-learning component in my education, I agree to devote_____hours per week for the time period from________to________in the fulfillment of the service objectives described here to meet the academic requirements of this service-learning experience. (Strict rules of confidentiality apply. Personal student information must remain confidential. Any reporting of the volunteer experience should avoid the use of personal names.)

___________________________________________________________________________________________

Name (print) __________________________ Date __________

CREDENTIALED TEACHER OR SUPERVISOR

As on-site supervisor of__________________________, I hereby agree to guide this students’ work (as outlined above), and to submit a final evaluation of his/her achievement.

___________________________________________________________________________________________

Name (print) __________________________ Date __________

LIBS FACULTY

I have examined and approved this learning plan. Upon satisfactory completion and my evaluation of this and other class requirements as listed in the course syllabi, I will award a course grade.

___________________________________________________________________________________________

Name (print) __________________________ Date __________

CGonzales LIBS 3000
Fall 2014