

**ASSIGNMENT PACKET FOR  
SERVICE LEARNING PROJECT**

**LIBERAL STUDIES 3000**

**FALL 2009**

**INSTRUCTOR: KATIE OLIVANT**

## 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. **Organize your essay around our major themes: motivation, assessment, management, and diversity.** 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 in your portfolio, and will be assessed using the essay assessment guidelines.

## 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, 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 – note when the portfolio is due and complete your 30 hours of observation well in advance of the deadline.

#### SERVICE LEARNING AGREEMENT

Complete this form 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.