Service Learning Program: SOC 169

Service Learning is a program that offers students a connection between community and the classroom. Students are presented with an opportunity to be involved in community projects, develop real-world experience, explore potential career opportunities. Students will make connections between the course material and their experiences in the community.

In this course, students will have access to a variety of environments that both influence and are influenced directly and indirectly by family. It offers students an opportunity to see how family is connected to a number of different institutions, as well as to engage with diverse families and family structures. Students then bring these experiences back into the classroom to share with others.

SCHEDULE:

1st week of class: Determine interest in Service Learning Program:

No later than first class of 2nd week: Turn in Service Learning Community Partner Preference Form

Beginning of 3rd week of class: Community partners will contact you
   (IMPORTANT: If you have not heard from the community partner by this time, it is your responsibility to alert the professor)

No later than end of 3rd week: Community Partner Orientation

Before first day with Community Partner: Complete and turn in the following forms

   Student Waiver Release Form

   Student Guideline and Limitations Form

   Emergency Form
   (IMPORTANT: A copy needs to be given to community partner at orientation)

End of the semester: Completed Time Log
REQUIREMENTS/EXPECTATIONS:

30 hours: Student Time Log

*Be Professional*: Treat this as a job, and remember at all times that you represent Sac State, this course, and the professor

Be an active member of the program

Keep in contact with both supervisor and professor concerning potential problems (including schedule conflicts)

Journal Papers (see syllabus)

Class Presentation (see syllabus)

**Fingerprinting information (Criminal Background Checks):**
Fingerprinting requirements vary by community partner. If required, directions for obtaining fingerprinting are listed in this manual on the community partner’s information page.

**Tuberculosis test (TB):**
TB test requirements vary by community partner. If required, directions for obtaining a TB test are listed below.

Can be done at either of the CSUS Health Center locations:
- Main Student Health Center
- Student Health Connection in the University Union (next to Round Table Pizza).

TB (Tuberculosis) test information:
- Bring your student ID card.
- There is no charge for the test. Be sure to tell the person providing the test that it is related to a class.
- They will give you documentation of the TB test on the day it is read.

This is a simple, two-step process:
- The test is placed on your arm.
- You must return between 48-72 hours to be checked for any reaction.

**TB testing times:**
Monday, Tuesday, Wednesday: 8a-11:30a and 1-4p
Friday: 9-11:30a and 1-4p
Thursdays: TB test reads only

Any questions, call the Student Health Center: (916) 278-6461 or (916) 278-9355
Westfield Elementary

Parent Resource and Learning Center:

The parent resource and learning center is an intervention/prevention program for grades K-6. The primary role of the program is to provide parent education and intervention program for students that go beyond the academic realm and address students’ social needs.

The programs for the Service Learning component are established to motivate and boost the self-esteem of students through mentoring, both as individuals and in small groups. Everyone will be a part of both programs: the Lunch Buddy program and the Glimpse of the Future.

# of Positions:
Lunch Buddy: 5

Information:
Supervisor:
Maria Jacquez,
Youth Outreach Specialist
(916) 375-7720
mrodriguez@wusd.k12.ca.us

Address:
408 Poplar Avenue
West Sacramento, CA 95691

Directions from Sac State:
50 West
Exit Jefferson Blvd
Take the fork to the left toward Jefferson
Merge right onto Jefferson Blvd/CA-84
 toward Business District
Left on W. Capitol Ave
Right on Poplar

Requirements:
• Orientation
• TB test
• Fingerprinting (see below)

Schedule:
One day per week: Monday- Friday, 11:30-12:55 (time is allotted for preparation of activities)
Fingerprinting:
1. Attend orientation. You will be given a live scan form upon attendance (you must attend to receive the form).
2. You have 5 days to get your fingerprinting done at either Sac State Police Department (Public Service Building) or Sacramento Police Department, which is indicated on the scan form. There is a $42 upfront fee, but you will be reimbursed for this cost. Bring in a check for it (if you pay with cash or credit card, you have to do this at the cashier’s office and bring in the receipt to the Police Department).
3. Bring in receipt and fill out a reimbursement form from Westfield Elementary (bring it to your first day of work).
4. The form will be coded, sent to the district office and a check will be mailed to you at the address written on the form.
5. Maria (the site supervisor) will notify you when you have been cleared to begin your service learning.

Program Descriptions and Potential Activities:

Lunch Buddy Program:
Each Sac State student will have lunch with the same student each week, offering the student a mentor that is solely their own.
- Have lunch with same student each week
- Bring own lunch
- Talk to students about their life and family
- Prepare/engage in activities that facilitate interaction with student

Glimpse into the Future Program:
This is a project designed to introduce students in grades 4th -6th to the idea that there is life after elementary school. Often Westfield students have not had the opportunity to be exposed to other social groups be it cultural, religious, socio-economic, etc. Many children have no other frame of reference other than their own personal experiences. As a result, when they are asked about their future, they really have no idea what the possibilities could be.

Through this project we would like to connect them with a caring adult who would be interested in acting as a “reflection of real life,” sharing with the students their experiences in growing up and how the world and people around them have influenced their life.
- Interact weekly with the same 2-3 students.
- Facilitate discussion around family, school, and future goals.
- Prepare/engage in activities that are connected to potential future issues.
- Share own experiences (past, present and future)
"I didn’t realize how much I would enjoy it. The kids were a lot of fun.”
Service Learning Student, 2004

Earl Warren Elementary School

Navigators Mentor Program:
Navigators Mentor Program is designed specifically for students in the 6th, 7th and 8th grades, to help guide them through the transitional years of middle school and prepare them for high school. Through this program volunteers have opportunity to empower a young person toward success, and to be a ‘champion’ for the same child as they help the student increase their connection to school, community and family.

Students will all be involved in the 6th graders’ Navigators program. Along with that program, students may either choose to help organize the community service activity, or assist the supervisor with organizing and preparing for the mentoring program activities.

# of Positions:
Mentor: 5-6
AND
Community Service Activity Organizer: 3-4

Information:
Supervisor:
Sonja Stires, Coordinator
(916) 643-7990
Sonja-stires@sac-city.k12.ca.us

On-site supervisor:
Kae Chin, Supervisor
(916) 382-5950, healthy start office
(916) 382-5930, main school office

Address:
5420 Lowell Street
Sacramento, CA 95820

Directions from Sac State:
Right on Howe out of campus.
Becomes Power Inn Road
Right on Fruitridge Blvd
Right on Lowell Street
Left into parking lot

Address for Orientation:
Serna Center
5735 47th Avenue Box 767
Sacramento, CA 95824

Directions from Sac State to Serna Center:
50 West
Exit and turn Left on 65th street
Right on Elder Creek Road
Elder Creek becomes 47th Avenue
Requirement:
• Orientation
• TB test
• Application (located on-line), fill out completely before orientation and bring to orientation
• Fingerprinting (see below)

Schedule:
Mentor: Tuesdays: 11-2:30
(12-1:30: Everyone must be present during this time, the rest of the time is flexible. You must stay with the same schedule for the semester.)
Ongoing monthly training sessions (variable time: 1 hr).
One Saturday at the end of the semester for the community activity.

Fingerprinting:
1. You must attend orientation at the Serna Center.
2. They will conduct the fingerprinting at the Serna Center during the orientation.
3. The supervisor will notify you when you have been cleared to begin your community service. (It should be by the following Tuesday.)

Program Descriptions and Potential Activities:

Navigators Program:
Each Sac State student will interact with the same group of students each week in structured activities:
• Bring own lunch
• Talk to students about their life and family
• Prepare/engage in activities that facilitate interaction with students
• Assist supervisor with preparing activities
• Engage in activities that are part of the program (training, community service)

Community Service Activity Program:
Two to three students, instead of helping to prepare activities and assist the supervisor either before or after the mentoring, will help to organize the Saturday community service activity for mentors and mentees that will occur at the end of the semester (beginning of December). You will meet as a group and determine the program (all of you should be coming in at the same time):
• Pick a community service activity to be conducted.
• Interact with supervisor to determine best choice
• Contact the site to set up activity.
• Organize event, including time, date, and all required materials and volunteers for the activity.
• May include site visits to set it up.
• Establish a protocol for ongoing community activities for the upcoming years.
A.M. Winn Elementary

Healthy Start Family Resource Center:

The family resource center at Winn is an intervention/prevention program for grades K-6. The primary role of the center is to provide support services for students and their families that go beyond the academic realm and address students’ social and emotional needs.

The programs for the Service Learning component are established to motivate and boost the self-esteem of students through mentoring, both as individuals and in small groups. Everyone will be a part of the Lunch Buddy program. You then have a choice to either be a part of the Glimpse of the Future program or the Career Day.

# of Positions:
Lunch Buddy: 8-10

Information:
Supervisor:
Julie Kauffman, MSW
(916) 228-5727
Julie-kauffman@sac-city.k12.ca.us

Address:
3351 Explorer Drive
Sacramento, CA 95827

Directions from Sac State:
50 East
Exit Bradshaw Road
Right on Bradshaw
Left on Lincoln Village Drive
-2nd light (1st left)
Left on Explorer
- 2nd stop sign (it is the 2nd Explorer turn)

Requirements:
- Orientation (same day: at Serna center, then over to the school: A.M. Winn)
- TB test
- Fingerprinting (see below)

Schedule:
Monday OR Friday, 11:45-1:45 (time is allotted for preparation of activities and debriefing)
Fingerprinting:
1. You must attend orientation at the Serna Center.
2. They will conduct the fingerprinting at the Serna Center during the orientation. There is no charge to you for the fingerprinting.
3. You must have TB test results before you can be fingerprinted.
4. The supervisor will notify you when you have been cleared to begin your community service. (It should be by the following week.)

Program Descriptions and Potential Activities:

Lunch Buddy Program:
Each Sac State student will have lunch with the same student each week, offering the student a mentor that is solely their own.
- Have lunch with same student each week
- Bring own lunch
- Talk to students about their life and family
- Prepare/engage in activities that facilitate interaction with student
“I like being able to see what goes into making the non-profit function.”
Service Learning Student, 2005

Habitat for Humanity

Family Relations Committee:

*Mission Statement:* To build a sustaining spirit of community through a dedicated partnership between empowered families, volunteers, community organizations, and businesses in the Sacramento Region. Building affordable and decent housing through these unique partnerships nurtures families, helps create a more secure environment for future generations, strengthens our neighborhoods and unifies our local communities.

Student will be a member of the committee that assists in determining eligibility of potential families, including reviewing applications, interviewing applicants, attending and participating in meetings, and data input recording "sweat equity and volunteer hours," mentoring and interviewing potential clients.

**Positions:**
*Family Relations Committee:* 2-3

**Information:**

*Supervisor:*
Jeannie Barry-Sanders
Director, Programs & Services
440-1215 ext.1102
jbsanders@shfh.org

*Address:*
8351 Umbria Ave, Bldg 5
Sacramento, CA 95814

*Directions from Sac State:*
Howe Ave (South, right, leaving campus)
Left on Folsom Blvd
Slight right onto Jackson Rd/CA-16
Right onto Florin Perkins Rd
At first traffic signal light after you cross Fruitridge Rd, turn right into Depot Park (Enter through Gate 2)
Tell the security guard you are going to Habitat – they will direct you – take an immediate right and Habitat is in Building 5.
Park in any available space, the administrative office is up the ramp on the near side of building 5.
Schedule:
Flexible during the week, Monday through Friday (8-5)
Also, an occasional Saturday
Family Orientation: First Saturday of the month: 9:30a-11:30a
Family Selection Committee: 3rd Monday of the month: 6-8p
SHfH Board of Directors Meeting: Quarterly – 5:30p-8:30p (attendance optional)

Requirements:
• Family Orientation (1 meeting required)
• Family Selection Committee Meetings

Potential Job Activities:
(You will do some, but likely not all- the activities are negotiable, depending on interests)
• Data input volunteer and family hours (everyone will do some of this)
• Attend meetings
• Attend interviews and assist with preliminary stages, requirements and introductory interviews of potential clients
• Attend interviews and assist team who interviews potential clients
• Help organize materials and facilitate orientation meetings
• Possibly introduce some of the material at meetings (Public speaking)
• Visit sites and gather volunteer hours/information (optional)

For those with real estate interest or background:
• Learn about financial information, documents and process
• Help analyze mortgage forms for clients
• Assist with forms concerning mortgage
Agency Description: People Reaching Out (PRO) is a community-based nonprofit. PRO was formed in 1981 in direct response to a critical lack in resources to deal with youth substance use and violence. Since its inception, PRO has refined and expanded its programs to reflect "state of the art" prevention strategies and address the many influences that put youth at risk. The goal is to promote a healthy community by empowering youth to make healthy choices, strengthening families to guide their children away from drugs and violence, and forming effective partnerships working together to build a strong community.

Approximately 3,000 youth and families are served through People Reaching Out's comprehensive programs each year and another 10,000 are reached through outreach efforts (community events, newsletters and volunteer recruitment). PRO's programs raise community awareness and promote civic participation. Each year, over 1,000 adult and youth volunteers contribute more than 30,000 hours of service supporting PRO's programs.

Positions (available for 5-6 students):

PRO After School - Volunteer to work with youth in a cross-ages mentoring program. Students meet weekly after school, help plan and lead enrichment activities and games at various schools in Sacramento County.

Students Reaching Out (SRO) - Volunteer to work with high school students to help make their community safer through projects that address substance abuse and violence prevention at various schools in Sacramento and Placer County.

Strengthening Families Program - Volunteer to assist facilitators as they provide families with training in communication and alcohol and drug issues in this family enrichment program.
Information:
Supervisor:
Cole Forstedt
colef@peoplereachingout.org
916-576-3300 x 322

Address:
5299 Auburn Boulevard
Sacramento, CA 95841

Directions from Sac State:
Left Howe Avenue
Left Arden Way
I-80 East toward Reno
Exit Madison Avenue
Right Madison Avenue
Left Auburn Blvd
Left Hemlock
Left into parking lot
(on corner of Hemlock and Auburn)

Requirements:
- Application and Interview Process
- Orientation
- TB test (see beginning of manual for information; free)
- Fingerprinting (depending on position; free)

Steps to become a volunteer:
Fill out volunteer application submit to Program Coordinator
1. Schedule interview at PRO
2. Volunteer Orientation
3. Internship training
4. Program Placement

Time Commitment:
Flexible Hours
Interview – 30 minutes
Orientation – 1 hour (evening)
Training – 3-5 hours
Internship – remainder of hours
Sierra Nueva High School

Program:
Sierra Nueva is a continuation high school for students that are either pregnant or parenting. In addition to a formal high school education, Sierra Nueva offers groups and programs that prepare students to be parents.

Fathers’ Groups: The teen groups are informative sessions that educate students about future issues they may encounter as parents, as well as provide answers to their questions. Following-up on questions will be one of the tasks for the Sac State student(s) working at this location.

Positions:
Fathers’ Group Mentor: 1 (male)

Information:
Supervisor: Sue Arico
(916) 971-____
sarico@sanjuan.edu

Address:
1400 Bell Street
Sacramento, CA 95825
(campus of Encina High School)

Directions from Sac State:
Left Howe Avenue
Right Hurley Way
Left Bell Street
Right, 1st entrance into parking lot
Continue around the backside of the buildings (right side)

Schedule:
Fathers’ Groups: M 1-4

Requirements:
• Orientation
• TB test (see beginning of manual for information)
• Fingerprinting (see below)

Fingerprinting:
Attend orientation. At the site, they will give you the forms needed and instruct you how to get your fingerprinting completed. This will be at no cost to you.

Potential Job Activities: Fathers’ Group
• Attend and assist with fathers’ teen group
• Prepare group activities (includes gathering materials)
• Organize topics for fathers’ group
• Research and provide information for students
“The people in the office were very welcoming and helpful, as well as willing to share information about themselves and their job.”

Service Learning Student, 2004

Homes with Heart Foster Family Care Agency

Homes with Heart Program:
Non-profit agency provides comprehensive case management services to children in foster placements: matching the needs of children in homes, and training and assisting foster parents and staff to increase the stability of placements. Students will gain a better understanding of the training programs for foster parents, as well as have a great opportunity to see the inner-workings of foster family agency.

Positions:
Case Worker Assistants: 2-3

Information:
Supervisor:
Chris Danielson
cdanielson@hwheart.org
(916) 852-1826

Address:
3065 Kilgore Road, Rancho Cordova
Rancho Cordova, CA 95670

Directions from Sac State:
50 East
Exit Zinfandel Dr. – go right on Zinfandel
Left on White Rock Rd.
Left on Kilgore Rd.

Requirements/Expectations:
• Orientation
• TB test (see beginning of manual for information)
• Fingerprinting
• Signed Confidentiality Statement (given during orientation)

Fingerprinting Information:
Obtain a livescan form during your orientation
Go to Sac State Police Department (Public Service Building). There is a $42 upfront fee, but you will be reimbursed for this cost. Bring in a check for it (if you pay with cash or credit card, you have to do this at the cashier’s office and bring in the receipt to the Police Department). Also, if you fail to bring in the livescan form, there is a fee for that as well. Bring in receipt to foster family agency (bring it to your first day). You should be reimbursed during your first week of work.
Potential Activities:
- Shadow Case Worker, assist with general tasks of job
- Attend meetings at County offices as needed/possible
- Observe supervised family visits (these occur on-site)
- Help to fill out paperwork concerning foster families
- Assist with Holiday party, beginning of December
“I found the service learning part of the class to be extremely beneficial.”
■ Service Learning Student, 2005

Sunburst Projects

Teen Program:
Sunburst Projects supports families living with HIV/AIDS by providing a range of family support services year round. Aimed to fill the gap in HIV/AIDS services, our programs support the family as a unit by building on family strengths and helps teach parents how to nurture and support their children.

Thanks to new drug treatments, the first generation of infected children who were born with the virus is now living into adolescence. Support groups and other therapeutic activities help educate HIV impacted teens about the importance of drug adherence, safe sex, and how to avoid risky behavior in order to help them make the transition into emotionally healthy young adults.

Positions:
Teen Project Assistants: 2

Information:
Supervisor:  Leah Fraga, Project Coordinator
(916) 440-0889 ext 303

Address:
1025 19th Street, suite 1A
Sacramento, CA 95814

Directions from Sac State:
50 West
Exit 16th Street
Slight right 16th Street
Right J Street
Right 19th Street
(same parking lot as Spaghetti Factory)

Schedule:
M-F 9-4 (flexible)
Second Saturday of the month: 5 hours during the day

Requirements/Expectations:
- Orientation
- Interview
- Continue as an intern following semester – This placement requires a commitment to work as an intern during the Spring semester, in addition to SOC 169 in the Fall
- TB test (see beginning of manual for information)
- Fingerprinting (see information below: forms on-line or from professor)
Fingerprinting Information:
Fill out forms (on-line or from professor).
Bring them into orientation at Sunburst.
They will give you a live scan form to fill out and they will inform you of the procedure at this point.

Potential Activities:
- Participate in monthly teen event
- Assist in planning and organizing monthly events
- Contact potential teens to be in group
- Contact potential volunteers to attend events