

Service Learning Program Manual: 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 and 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 of DUE DATES:

No later than Thursday, Sept 3: Turn in Service Learning Community Partner Preference Form (if you have not already been connected to one).

By Tuesday, Sep 8:

- (1) Professor will let you know your placement/interview site (if you have not already been connected with a site).
- (2) Complete the on-line Service Learning Orientation (should be on your SacCT home page). You MUST complete the entire orientation before you can start at your site (takes about 30 minutes, make sure you can complete in one sitting). As part of orientation, pay careful attention to ALL FORMS and when these forms are due.
- (3) **Bring (a) Certificate of Completion for On-Line Orientation, (b) Informed Consent form, and (c) Signed Student Conduct Guidelines to class by Thursday, 9/10.**

By end of second week of class:

You should be in contact with your community partner by this time. Many community partners will contact you, but you also should be attempting to contact them. (IMPORTANT: If you have not heard from the community partner by the end of week 2, it is your responsibility to alert the professor). CHECK YOUR EMAIL REGULARLY, this is the typical preferred mode of contact for community partners.

In some cases, the supervisors will want to interview you first and determine the best fit for the position. You will want to make EVERY effort to be available for these interviews to happen quickly, so if you end up going with a different partner, we can get you set up there.

If the date/time and location of the on-site orientation is already set and noted in this manual, you should expect to hear from your supervisor prior to that orientation.

No later than end of 3rd week of class (or as scheduled):

- (1) Attend Community Partner Orientation
- (2) Complete TB Test, if required (most should have already completed this) (see below for more information)

No later than end of 4th week of class:

- (1) Turn in completed Service Learning Plan to Prof Migliaccio (be sure to take this form to your site orientation – that will be most logical time to complete with your supervisor in most cases).

No later than Friday BEFORE Finals week: Turn in **completed Time Log** to Professor Migliaccio by last day of class.

REQUIREMENTS/EXPECTATIONS:

Student Time Log: 30 hours total for semester

Be Professional: Treat this as a job, and remember at all times that you represent yourself, Sacramento State, this course, the Sociology Department and the professor. Be an active member of the program both on-site and in class.

If you are going to miss any scheduled service learning obligation, let your supervisor know as far IN ADVANCE as possible!!

Keep in contact with both supervisor and professor concerning potential problems.

Fingerprinting information (Criminal Background Checks):

Fingerprinting requirements vary by community partner (see below in partner's requirements). 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.

- Should be completed by end of 3rd week of classes if required (you can complete it before though).

Can be done at the Well for free

- <https://shcssacstate.org/health-services/immunizations>
- You can make an appointment over the phone or on-line.

TB (Tuberculosis) test information:

- Bring your student ID card.
- There is no charge for the test.
- 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.

Any questions, call Student Health and Counseling Services: (916) 278-6461

A.M. Winn and Lincoln 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.

of Lunch Buddy spots: up to 8 at A. M. Winn

Information:

Supervisor:

Julie Kauffman, MSW

(916) 228-5727

Julie-kauffman@sac-city.k12.ca.us

<u>Address for AM Winn Elementary:</u> 3351 Explorer Drive Sacramento, CA 95827	<u>Directions from Sac State:</u> 50 East Exit Bradshaw Road Right on Bradshaw Left on Lincoln Village Drive (2 nd light) Left on Explorer - 2 nd stop sign (it is the 2 nd Explorer turn)
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Lunch Buddy Schedule: Wednesdays from approximately 11:30 AM to 1:30 PM. Orientation, travel time, and expectations for some additional planning of activities outside of the 2 hours per week will be counted toward the 30 total hours for the semester.

Requirements:

- Attend orientation/fingerprinting session at the Serna Center, 5735 47th Ave., Sacramento
- Orientation date and time To Be Announced – Tentatively looking at Friday, Sept 12 at 9:00 AM
- TB test required (see directions at beginning of manual)
- Fingerprinting

Fingerprinting:

1. They will conduct the fingerprinting at the Serna Center during the orientation. There is no charge to you for the fingerprinting.
2. The supervisor will notify you when you have been cleared to begin your community service. (Ideally it should be by the following week.)

Program Descriptions and Potential Activities:

Lunch Buddy Program:

AM Winn has separate lunch periods for students in different grades. During one lunch, the Sac State student will meet 1-on-1 with the same student each week, offering the student a mentor that is solely their own. For a second lunch period, you will have lunch with a small group of students. (This is typical approach, may change slightly depending on how many Winn students are referred).

- Bring own lunch
- Talk to students about their life and family prepare/engage in activities that facilitate interaction with student(s)

2nd OPPORTUNITY FOR LUNCH BUDDIES: Abraham Lincoln Elementary

(same supervisor, same orientation time, only difference is day/time and location for actual weekly service learning participation)

of Lunch Buddy spots: up to 10 at Lincoln

Information:

Supervisor:

Julie Kauffman, MSW

(916) 228-5727

Julie-kauffman@sac-city.k12.ca.us

<p><u>Address for Abraham Lincoln Elementary:</u> 3324 Glenmoor Drive Sacramento, CA 95827</p>	<p><i>Directions from Sac State:</i> 50 East Exit 15 Mather Field/Rancho Cordova Right on Mather Field Rd Right onto Rockingham Dr. Left onto Glenmoor Dr</p>
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Schedule:

- Fridays from approximately 11:00 AM to 1:00 PM; Orientation, travel time, and expectations for some additional planning of activities outside of the 2 hours per week will be counted toward the 30 total hours for the semester.

Requirements:

- Wednesdays from approximately 11:00 AM to 1:00 PM; Orientation, travel time, and expectations for some additional planning of activities outside of the 2 hours per week will be counted toward the 30 total hours for the semester.



BRISTOL HOSPICE – SACRAMENTO, LLC

Agency Description: The delivery of hospice services is integral to complete the continuum of care. Bristol Hospice is the bridge to delivery of end-of-life needs that are focused on pain and symptom management. Bristol Hospice strives to become the provider of choice for hospice and palliative care in our served markets, wherever the patient transitions to receive care— *care facility or home*. Bristol Hospice associates are focused on providing a family-centered approach in the delivery of hospice services. Their goal is to empower individuals and their families to make their own choices regarding care and assistance. The team serves as patient advocates, helping to access the information and resources needed during this very challenging time. <http://www.bristolhospice.com/>

Information:

<p><u>Supervisor:</u> Kristen Menchaca kmenchaca@bristolhospice.com 916-782-5511</p>	<p><u>Location:</u> 2140 Professional Drive, Suite 210 Roseville, CA 95661 Phone: 916-782-5511 Fax: 916-782-5635</p>
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Possible Activities (up to 4 students):

1. Students would be assigned at least one patient to visit on a weekly basis (these patients would be in nursing home facilities, not private homes). Number of assigned patients could depend upon student interest, location, logistics etc. Duties would vary widely based on patient, but could include performing life history interview and recording to create CD or DVD for family, visiting, reading, listening to music, etc.
2. Duties would also include performing some hours of work at the Bristol Hospice main office. This could include some general office work (and simultaneously learning more about the administrative side of the agency), but would also likely include participation in “Tuck in calls” to check on patients and/or sending bereavement cards. Other duties could be on an as needed basis as well.
3. Students may also have the opportunity to attend one Interdisciplinary Team meeting which would provide great window into the scope and services provided as well as staff roles (Th at 8:30 AM or Wed at 8:30 AM or 1:00 PM weekly, lasting up to 3 hours). This would also depend on student availability and schedule.

Schedule: Fairly flexible, can work out with supervisor.

Requirements/Expectations:

- Attend volunteer orientation, time to be determined with supervisor.
- TB test (see beginning of manual for information)
- Background check is required (taken care of by HR department).
- Basic physical and drug test is required (at no charge).
- CPR Certification through an on-line program (about 30 minutes) – student is reimbursed.
- Some personal/professional experience with the elderly and/or chronic illness beneficial
- Empathy and compassion required



Ethel Hart Senior Center: Sociology 169

The Ethel Hart Senior Center serves as the heart of operations for the City of Sacramento’s Older Adult Services Division. This welcoming spot in midtown Sacramento is a place where older adults can try new leisure activities and rediscover old favorites, get connected with senior resources and assistance, make friends, and discover the joys of life after age 50.

Potential Activities (depending on student schedule and supervisor needs): 4 students total

- Life History Writing- Attend our weekly Life History Writing group each Tuesday morning from 9am-12pm. Listen as group members share their life stories and write and share a story of your own (optional).
- Triple R- Assist staff with activities for seniors with Alzheimer’s disease. Help lead activities, socialize, play games and help with meals and snacks. **(Current TB test reading required for interns/students placed in Triple R only).**
- TechConnections- Help teach older adults how to get connected using computers, tablets and other devices. Instruct short term workshops, provide individualized assistance, or serve as a computer lab assistant (dependent on lab schedule and needs).
- Meals on Wheels by ACC All Season’s Café- assist with tasks like greeting and checking in guests, serving food, and other needs in our daily congregate meal program.
- Check out our website and newsletter for more information about the types of programs that take place here. We are completely open to many different types of activities, so if you have a hobby or talent to share, let us know what you’d like to lead!

Other Ideas:

- Develop, promote and conduct a project, class or workshop (ex: lead Social Media 101)
- Get involved in a current program or activity and plan a project that can support or celebrate participants (ex: design a display to showcase work done by Craft ‘N Chat group)

Schedule:

Weekdays; hours are flexible but most internship opportunities take place **Monday through Friday between the hours of 9am-1pm.**

Requirements/Expectations:

- Identify a schedule that you will be able to consistently adhere to throughout the semester.
- Adhere to Center policies, including record-keeping requirements and confidentiality.
- Provide adequate notice when an absence is necessary so that alternative arrangements can be made.
- Take initiative and be organized- staff can help support interns and their projects, but you need to take the lead!

<p>Contact Information: Supervisor: Alicia Black (916) 808-7908 ablack@cityofsacramento.org</p>	<p><u>Address:</u> 915 27th Street (between I & J St) <i>Directions from Sac State:</i> Out J St. Campus Exit Go straight at campus exit to H St. Left on H St. Left on 27th Street</p>
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People Reaching Out

Service Learning Overview...

People Reaching Out (PRO) is a community-based non-profit organization dedicated to mobilizing, educating, and inspiring youth. The goal is to promote a healthy community by empowering youth to make healthy choices, strengthen families to guide their children away from drugs and violence, and forming effective partnerships working together to build a strong future for all.

Field Placement Programs

PRO MENTORING is a youth mentoring program that builds positive relationships between high school and elementary/middle school youth. High school students are matched with one student and meet them weekly afterschool and engage in projects and enrichment activities together.

Service Learning Students will work directly with mentor matches at the elementary school during after school hours. Volunteers will gain experiences in leading activities, program implementation, projects and work with youth grades 4th – 12th grade.

Placement Positions with PRO MENTORING 12 Spaces Available

MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS
Rosemont High/Golden Empire Elementary (Rosemont) 3:30-5:30pm	Valley Hi Community/Common Ground Church (South Sacramento) 3:30-4:30pm	Encina High School/Greer Elem. (Arden-Arcade) 2:45pm-5:15pm	Valley Hi Community/Common Ground Church (South Sacramento) 3:45-5:15pm Kennedy High/MLK Jr. High (Pocket/Greenhaven) 3:30-4:30pm

YOUTH @ CITY COUNCIL is a training program that educates youth 8th – 12th grade about municipal government. The program prepares youth to be more civically educated and trained for service learning opportunities within their community. Youth additionally volunteer weekly at city council meetings on Tuesday evenings.

Service Learning Students will work directly with youth at City Hall and on location throughout the city.

Placement Positions with YOUTH @ CITY COUNCIL 2 Spaces Available

MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS	FRIDAYS
	Youth @City Council (Sacramento City Hall) 5:00-8:00pm	Youth @City Council (Sacramento City Hall) 5:00-6:30pm		

STUDENTS REACHING OUT is a youth development program that provides skills and opportunities for high school and middle school youth to make positive changes in their communities. The program focuses on youth-led prevention projects that allow students to become empowered leaders.

Service Learning Students will work directly with middle and high school students assisting them with community projects. Volunteers will gain experiences in program implementation and youth development.

Placement Positions with STUDENTS REACHING OUT 4 Spaces available very flexible schedule all week

MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS	FRIDAYS
Rutter Middle School (Florin - South Sacramento) 4:00-6:00pm	Encina High School (Arden-Arcade) 2:30-4:00pm	Valley High School (Valley Hi - South Sacramento) 8:00-9:00am 1:20-3:00pm @ Jackman Middle (Arden/Arcade)		Rutter Middle School (Florin - South Sacramento) 4:00-6:00pm



People Reaching Out

Steps to Service Learning ...

1. Professor Berg will provide names of students selecting People Reaching Out to the supervisor, Alondra Young.
2. A short phone interview will be conducted - you will be contacted via email or phone if you were chosen to complete your hours with People Reaching Out.
3. At orientation, please bring completed application and class/work schedule to the interview.
4. Complete Live Scan Fingerprinting (2 options) – (cost associated are the students' responsibility)
 - a. Fingerprinting on Sacramento State's campus -
<http://www.csus.edu/aba/police/Live-Scan.html> rolling fee listed on the website.
 - b. Fingerprinting at any local Live Scan Facility (please contact Alondra for a list of locations)

FYI – Please use the Live Scan form for People Reaching Out when obtaining prints. Contact Alondra if you do not have a live scan form.

5. Complete TB Testing – (cost associated are the students' responsibility)
 - a. Free TB Testing on Sacramento State's campus for students
 - b. Local area clinics provide low cost TB Testing
6. Attend Mandatory Orientation – 2 scheduled orientations are available.
 - a. They will be scheduled as needed throughout the semester. Orientation will take approximately 2 hours and will count towards your service hours.
 - b. *Location: People Reaching Out - 5299 Auburn Boulevard Sacramento, CA 95841*

**Questions? Contact, Alondra Young at 916-576-3300 x318 or alondray@peoplereachingout.org
(making contact via email is high recommended)**

Danny Curtola • Recreation Supervisor • Swanston Community Center



Swanston Park and Community Center

Agency Description: The Swanston Community Center is the newest facility of the Mission Oaks Recreation and Park District. MORPD serves 65,000 residents with recreation programs and enrichment activities throughout Arden-Arcade and Carmichael areas. Programs and services vary from youth to senior programs, more info can be found at www.morpd.com

Information:

<u>Supervisor:</u> Daniel Curtola Recreation Supervisor, Swanston C.C. DCurtola@morpd.com (916) 333-6464 ext. 3101	<u>Location:</u> Swanston Community Center 2350 Northrop Ave. Sacramento, CA 95825
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Possible Programs (depending on student interest):

4. **Afterschool Adventures** supports the needs of families in the Arden-Arcade community by helping each individual child in our program develop to his/her fullest potential – emotionally, intellectually, physically, creatively and socially. We provide a variety of fun enrichment and recreational activities to keep participants engaged and well-rounded. The program is for elementary-aged children (5-12) with an added volunteer component for older youth (13-16) to serve as peer mentors.

Volunteer Duties

- Assist with set-up/break down of program areas and activities
- Assist with homework and other enrichment activities.
- Participate in active games and sports.
- Assist with snack bar and inventory.
- Help to put away supplies and clean program areas.
- Create and lead one group activity by end of semester.
- Build relationships with participants, be a MENTOR.
- Support recreation leaders and report to Program Coordinator

Schedule: M-F 2-6pm (Th 1-6pm) (4-5 students)

5. **Hot Lunch Program (Meals on Wheels)** provides seniors (60 years of age and older) with a place to gather and socialize while receiving a nutritious and balanced lunch.

Volunteer Duties

- Interacting with participants/visiting, chatting, playing games etc.
- Helping with food preparation
- Set up, serving and clean up

Schedule: M-Th 10:00am-1pm, limit 1-2 volunteers per day (*3-4 positions total*)

Requirements/Expectations:

- Attend volunteer orientation on Tuesday, Sept. 9th from 9-10 a.m. OR Wednesday, Sept. 10th from 1-2 p.m. Please register for training on our website <http://www.activityreg.com/clientmainpage.asp?cid=MISSOAKS>
 - *Once students you are on this page they will click “Programs” on the far left side and select “Volunteer Orientation” from the drop down.*
 - *NOTE: you will not do this step until Professor Berg has confirmed your placement*
- TB test (see beginning of manual for information)
- Fingerprinting – not required, will be in presence of supervisory staff at all times when with general public