



Community-Based Learning

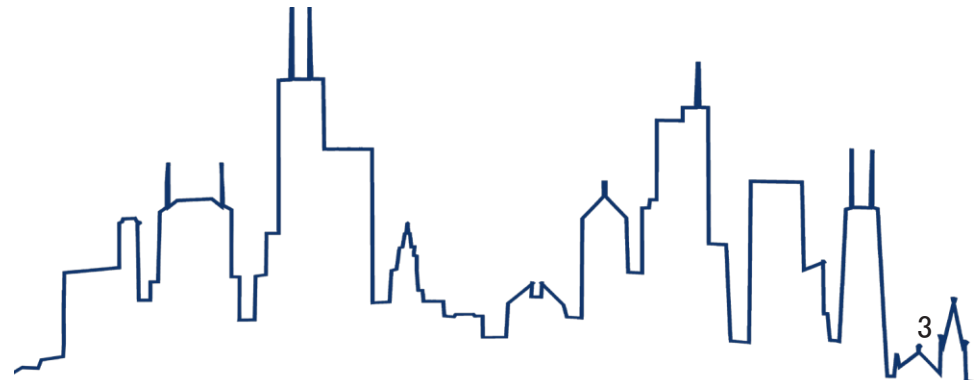
Student Manual

Dominican University
Office for Civic Learning
Lewis 216

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Mission

Community-based Learning assists Dominican University students and faculty in realizing and advancing the mission to give compassionate service and participate in the creation a more just and human world.

CBL Vision Statement

Community-based Learning is a distinct pedagogy where there is a collaboration between the university and community through which students experience community service in relationship to course content, develop skills in critical thinking, cross cultural communication, and social analysis. All of these contribute to the university mission to graduate ethical global citizens.

Learning Objectives

1. Students will articulate the connection between Community-based Learning and the University Mission.
2. Students will reflect on the impact of the agency on the community and evaluate their contribution to the agency's mission.
3. Students will identify connections between Community-based Learning experiences and course content.
4. Students will synthesize course content with Community-based Learning activities through personal and group reflections.
5. Students will be able to describe similarities and differences between themselves and the culture and community served by their agency.
6. Students will be able to explain how their course material may be used to engage with and demonstrate commitment to the broader community.

Meet the Staff



Paul Simpson, Director for Civic Learning

Paul has previous experience with labor organizing and service with the homeless population. In addition, he helps manage the ExcEL Scholar Award program and teaches seminar classes at Dominican.
pvsimpson@dom.edu

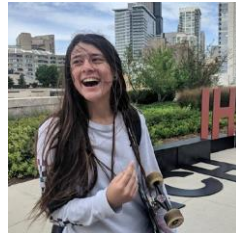


Cecilia Winters McCarthy - Student Intern

Cecilia is a Photo-Cinema major and a student-athlete on the softball team. Her volunteer experience includes working at Vacation Bible School for St. Catherine's Parish in California, as well as working with adults with autism learning how to work on a news broadcast set.
cwintersmccarthy@my.dom.edu

Natalie Stellato – Graphic Design Intern

Natalie is a Photo-Cinema major and Graphic Design minor. She has volunteered with the Boys and Girls Club in the past, and she has created award-winning photography in high school as well as at Dominican.
sw_stellnata@dom.edu



Important Dates




January 21, 2021: Community-Based Learning EXPO
on Zoom from 1:30 to 3:30


February 11, 2021: CBL Contracts due
(email cwintersmccarthy@my.dom.edu)

February–April, 2021: Complete your CBL hours

April 17, 2021: Service hours near completion

April 27, 2020: Agency and student evaluations due to OCL (Lewis 2016)
Time records are due to CBL professors

 Find us on Instagram
[@DU_CivicLearning](https://www.instagram.com/du_civiclearning)

 Like us on Facebook
[facebook.com/OCLDU](https://www.facebook.com/OCLDU)



Get Involved



Become a Big!

Mentors receive the benefits of forming strong and supportive relationships with their little Brother/Sister, and making a difference in the life of a child.

Contact: Miesha Ransom
ransom@bbbschgo.org

Minor in Social Justice (SJCE)

Learn how to actively participate in bringing justice to unjust situations in your world. Be the change you wish to see in the world!

Contact: Tina Ritzler
tritzler@dom.edu



Post-Grad Service

Do a year of service—Local, National, or International with agencies such as Peace Corps, Dominican Volunteers, Amate House, etc.

Information:

<https://www.dom.edu/academics/civic-learning/civic-learning-opportunities>

Become a Maryville Tutor!

Tutor youth from the Austin community. Meets at DU Thursday's from 4-6pm.

Contact:
maryville@dom.edu

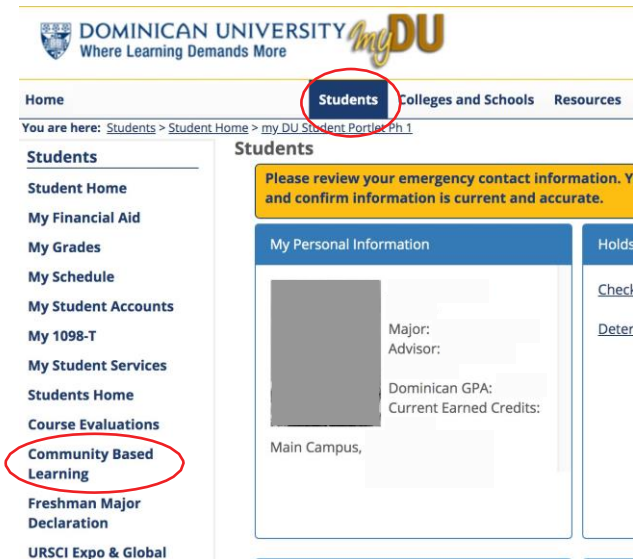


CBL on myDU

The Office for Civic Learning uses myDU to keep track of student records for faculty. Students are also able to access forms and check on their status through this portal.

TO SIGN UP FOR AN AGENCY THROUGH MYDU:

1. Login to myDU.
2. Click on the Students tab.
3. Click on Community-based Learning (left side, towards the bottom).



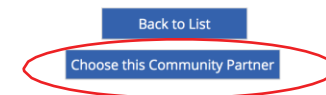
4. Click on Community Partners*

*A table will appear with the agency name, a description of the agency, and a details tab. If you are looking to work with a certain population, ethnicity, or do a specific type of service, then you can use the Filters tool, which is also under the large "Community Partners" text.

5. Next to the agency you have chosen, click on Details, which will display the contact and agency information.



6. Scroll to the bottom and click on Choose this Community Partner.



You can only choose ONE Community Partner. Sign up week: Jan. 21-30, 2020. If you have questions or concerns, reach out to OCL staff.

REQUIRED FORMS: The CBL Student Manual, Contract, and Agency Evaluation are all under the Forms tab. You are required to turn in your contract and evaluations to the Office for Civic Learning, located in El Centro (Lewis 216), before the end of the semester.

Checklist

1. Choose an Agency

Attend the Community-based Learning Expo on Tuesday, January 21st from 10:30–12:30 in the Social Hall to meet various community agencies that are appropriate for your CBL course. Attending the event makes choosing a partner much easier.*



*Your course instructor should set guidelines for what kind of agencies are appropriate for you to conduct your CBL. Follow your professor's directives when choosing one.

2. Sign-Up for an Agency

When you have chosen a community agency, sign up online through myDU (check pages 8–9 for more instructions on how).

Sign up week is from January 21–30, 2020.

*Want to do service at an organization that isn't in our network? Stop by Lewis 216A to consult with the director and pick up an Alternative Agency Form.

3. Arranging for your Service

After you have signed up for your agency, you are expected to reach out and begin communicating with them:

- i. Set up a date for an initial visit or orientation, or to fulfill any requirements needed before starting your experience (e.g. background checks).
- ii. Make sure the agency's hours are compatible with your schedule.

4. Communicate with the Agency

Contacting the community agency is your responsibility! If you email an agency and do not receive a response in a couple of days, call them. If you call and no one responds, then you should leave a message clearly stating your name, intent, and number to call back. Be persistent!

Contact information can be viewed on the Civic Learning website under Partners or on myDU under the Community Partners tab.

5. Fulfill Agency Requirements

Some agencies will have their own volunteer applications. Depending on where you serve and the type of service, the agency may require more clearances, like updated TB or drug test, a background check, training, and/or fingerprinting.

Find out from your agency supervisor what else is required of you in order to volunteer there. The agency will generally assist you with the completion of any of the above.

6. Attend an Orientation at your Agency

Orientations can be formal or informal, and some agencies do not even require one.

7. First Visit to the Agency & Getting Your Contract Signed

Bring your Community-based Learning Contract to your first meeting at the agency, and have it signed by the agency supervisor. Make arrangements with the agency supervisor for completing your hours (i.e. a schedule). Be sure to find out what else is required of you to volunteer at the agency.

8. Turn in Your Contract & Begin Your Service

Turn in your completed Community-based Learning Contract with the necessary signatures from the agency supervisor and your professor no later than February 11, 2020 to Lewis 216.



9. Notify Your Agency of Your Last Day

When you are nearing the completion of your CBL hours, notify the agency of your anticipated last day, and remind them about filling out the Agency Evaluation form.

10. Agency Evaluation Form & Time Record

At the end of your service, give the agency supervisor the Agency Evaluation form, and ask them to sign your Time Record.

11. Student Evaluation

Complete the CBL Student Evaluation online. The link can be found under Resources on the Civic Learning website.

Print and sign the last page of the Student Evaluation to turn in to the OCL (Lewis 216).

12. Forms & Finishing Your CBL

The CBL Contract, Agency Evaluation, Student Evaluation link, and Time Record can all be downloaded from myDU or the Civic Learning Website.

All paperwork (EXCEPT for the Time Record, which goes to the professor) should be turned into the Office for Civic Learning in Lewis 216 for your CBL experience to be considered complete.

Should students have any questions or concerns, please reach out to OCL staff.



Expectations

Keep confidentiality: if you are being entrusted with personal stories or information, it is a privilege! Do not abuse others by breaking these confidentiality.

Take care of yourself: talk to your supervisor, instructor, or the Director of CBL if you feel overwhelmed, angry, or saddened by what you're hearing or experiencing at the agency.

Practice flexibility: Be open to the CBL experience and challenges of working with a community agency. Be patient and flexible.

Be respectful: respect the organization, the people within it, and the clients. Even if they do not seem to show you respect, respect them and give them time. You are representing yourself and the Dominican Community. Do not offer outside services to clients or accept gifts from clients.

Be professional: dress appropriately and maintain professional relationships. Avoid inappropriate language and behavior. Politely remove yourself from awkward situations. Learn and adhere to the organization's policies and procedures.

Be responsible: keep track of all your hours on the CBL Time Record. Do not exchange personal information with the clients you are providing service for.

Be Punctual: show up on time, and do not show up unannounced.



