

# APPLIED AND SERVICE LEARNING ORIENTATION ENVRN 7/GEOG 7

Updated 8/2019

Santa Monica College

Sponsored by:  
The Career Services Center

## Applied and Service Learning Orientation

### Overview:

- What is Applied/Service Learning?
- What are the Benefits?
- How Do You Get Started?



## What is Applied and Service Learning?



is an approach to learning that integrates classroom learning with real-world experiences

## What are the Benefits for Students?

- Exposes you to various career paths
- Introduces you to future internships and employment opportunities
- Deepens your understanding of course materials
- Enriches your resume or scholarship application
- Gain real-world skills that are valued by potential employers and academic programs



## Audubon Center at Debs Park

Audubon Center at Debs Park

Mika Perron,

[mperron@Audubon.org](mailto:mperron@Audubon.org)

(323) 221-2255

<http://debspark.audubon.org/volunteer-us-0>

The Audubon Center at Debs Park is an environmental community hub in the heart of Northeast Los Angeles. Nestled within Ernest R. Debs Regional Park, volunteers will propagate plants and care for restoration sites around the center. As volunteers restore important native habitat, they will also learn about native plants and local bird species. Volunteers will propagate plants and maintain habitat restoration sites. Activities include watering, weeding, mulching, berm building and repair, seed collection, processing and sowing, potting and plating while learning about native plants and local bird specials.

- Event registration is required. To register, email Mika Perron at [mperron@Audubon.org](mailto:mperron@Audubon.org) at least 3 days prior to a scheduled event.
- Events are held on Wednesdays and Saturdays from 9:00 am – 12:00 pm. Meet in the center courtyard.
- Location: 4700 Griffin Avenue, Los Angeles, CA 90031
- Wear close-toed shoes and bring sun protection and water



## Audubon Center at Debs Park (cont.)

- Wear close-toed shoes and clothes you don't mind getting dirty. Bring lots of sun protection and water
- Must bring waiver to all events (Adult):  
[https://debspark.audubon.org/sites/default/files/static\\_pages/attachments/adult\\_photo\\_liability\\_waiver\\_0.pdf](https://debspark.audubon.org/sites/default/files/static_pages/attachments/adult_photo_liability_waiver_0.pdf)
- Waiver for Minors:  
[https://debspark.audubon.org/sites/default/files/static\\_pages/attachments/child\\_photo\\_liability\\_waiver.pdf](https://debspark.audubon.org/sites/default/files/static_pages/attachments/child_photo_liability_waiver.pdf)



## California Native Plant Society

California Native Plant Society – South Coast Chapter

Megan Wolff, Garden Coordinator

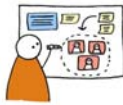
[Megan@sccnps.org](mailto:Megan@sccnps.org)

<http://sccnps.org/>

Come join the California Native Plant Society for a volunteer day in the native plant garden at the Point Vicente Interpretive Center. Get outdoors by helping with our Oceanside garden. Participants learn about native California plants and valuable gardening skills.

### Point Vicente Interpretive Garden

- Event registration is required. To register, email Megan Wolff at [megan@sccnps.org](mailto:megan@sccnps.org) at least two days prior to a scheduled event.
- Events are held on the following Sundays (September 15); (October 13); and (November 17) from 10:00 am to noon.
- Location: 31501 Palos Verdes Dr. W., Rancho Palos Verdes, CA
- Wear close-toed shoes and bring sun protection and water



## Community Services Unlimited

Community Services Unlimited

(213) 746-1216

[www.csuinc.org/volunteer](http://www.csuinc.org/volunteer)

Community Services Unlimited, a non-profit organization seeks volunteers help to upkeep its three mini urban farms in South LA.

**CSU/EXPO Urban Farm** – Volunteer's responsibilities would be helping to increase produce production by planting, harvesting, and weeding, all while learning about food systems. Volunteers would be vital piece in our effort to develop local food systems.

- Registration is required. To volunteer, email [volunteer@csuinc.com](mailto:volunteer@csuinc.com)
- Tuesdays and Saturdays of the month from 9:00 am – 12:00 pm
- Check website for any cancellations [www.csuinc.org/volunteer](http://www.csuinc.org/volunteer)
- Additional information will be sent via email to all registered
- 3990 Bill Robertson Lane Los Angeles, CA 90037
- Wear clothing and shoes appropriate for working on a farm, a sun hat, sunblock and bring water to drink.



## Friends of Ballona Wetlands

Ballona Wetlands  
(310) 306.5994

<http://www.ballonafriends.org/docs/calendar.pdf>

Friends of Ballona Wetlands' mission is to champion the restoration and protection of the Ballona Wetlands, involving and educating the public as advocates and stewards.

### Restoration at Saltwater Marsh

- **1<sup>st</sup> and 3<sup>rd</sup> Fridays of the Month Events** held on (September 6 and 20; (October 4 and 18); (November 1 and 15) from 2:00 pm – 4:00 pm
- **4<sup>th</sup> Saturday of the Month Events** held on (September 28, October 26, and November 23) from 9:30 am – 12:00 pm
- Nearest address 303 Culver Blvd, Playa Del Rey  
<https://static1.squarespace.com/static/5ac288137c932757f60f8e6a/t/5c9aa4abe5e5f0a37e48a907/1553638573164/FriendsOfBallonaWetlandsVolunteerWaiver2019.pdf>



## Friends of Ballona Wetlands (cont.)

### Beginner Birding and Creek Cleanup

- **3<sup>rd</sup> Saturday of the Month Events** held from 9:00 am – 11:30 am (October 19 and November 16)
- Nearest address 303 Culver Blvd, Playa Del Rey  
<http://www.ballonafriends.org/docs/Directions%20to%20Ballona%20Saltwater%20Marsh%20and%20Dunes%202016.pdf>

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### Information For All Friends of Ballona Wetland Events (Restoration at Saltwater Marsh and Birding & Creek Cleanup

- ❖ Close-toed shoes are required. Bring your reusable water bottle to stay hydrated - there are no water fountains on site
- ❖ Arrive 10 minutes early. Gates will be locked after event start time - NO late arrivals!
- ❖ Must bring waiver <http://www.ballonafriends.org/docs/Waiver%202018.pdf>
- ❖ Children 16 and under must be accompanied by an adult



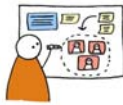
## Garden School Foundation

Garden School Foundation  
Elizabeth Hall, Communications, Outreach, and Volunteer Manager  
[Elizabeth@gardenschoolfoundation.org](mailto:Elizabeth@gardenschoolfoundation.org)  
<http://gardenschoolfoundation.org/join-us/>

The Garden School Foundation provides in-depth garden based education to youth at Title I schools in Los Angeles, strengthening connections between food justice, environmental awareness and community health. Make new friends as you help them plant, weed, water, mulch and more.

### **Saturday Community Garden Days at 24<sup>th</sup> Street Elementary School**

- No registration is needed to attend. Events scheduled on September 21, October 19, November 16 from 9:00 am to 1:00 pm.
- Location: 2055 W. 24<sup>th</sup> Street, Los Angeles, CA 90018
- The garden is located at the back of the school, past the playground. Walk through the parking lot with the GSF banner out front. Follow the chalk signs through the metal door, around the cafeteria, and past the basketball hoops to the garden.
- Wear close-toed shoes and loose, comfy clothes that are school appropriate. Bring your own water bottle and sunscreen.



## Heal the Bay – Nothin’ But Sand

Heal the Bay  
Halina Do-Linh, Volunteer Programs Coordinator  
[hdolinh@healthebay.org](mailto:hdolinh@healthebay.org)  
(310) 393-6149 Ext. 114

Heal the Bay is an environmental nonprofit dedicated to making the coastal waters and watersheds of Greater Los Angeles safe, healthy and clean. To fulfill their mission, they use science, education, community action and advocacy.

### **Heal the Bay Nothing But Sand Beach Cleanup**

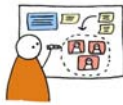
- Event registration required. Cleanups are only cancelled for lightning and thunderstorms.
- To register, visit <https://healthebay.org/events/category/heal-the-bay/nothin-but-sand/>
- Events are held every third Saturday of each month (October 19, and November 16) from 10:00 am—to noon at various LA beaches. See registration link for directions.
- Minors must bring waiver form to each event  
[https://www.healthebay.org/sites/default/files/aab\\_eng.pdf](https://www.healthebay.org/sites/default/files/aab_eng.pdf)
- **Beach cleanup guide**  
<https://www.healthebay.org/sites/default/files/Cleanup%20Guide%202010.pdf>



## Heal the Bay – Nothin' But Sand (cont.)

### Heal the Bay Coastal Cleanup

- Event registration required. Cleanups are only cancelled for lightning and thunderstorms.
- To register, visit <https://healthebay.org/event/coastal-cleanup-day-2019/>
- Event held on Saturday, September 21 from 9:00 am – noon at various LA beaches. See registration link for directions. SMC will be represented at the Santa Monica State Beach - South Beach - Bay St/Inkwell Monument but you are able to sign up for another location.
- Bring waiver form to each event [https://www.healthebay.org/sites/default/files/aab\\_eng.pdf](https://www.healthebay.org/sites/default/files/aab_eng.pdf)
- **Beach cleanup guide**  
<https://www.healthebay.org/sites/default/files/Cleanup%20Guide%202010.pdf>



## Natural History Museum – Nature Garden Volunteer Days

Natural History Museum of LA County  
Liz Andres, Volunteer Program Manager  
[eandres@nhm.org](mailto:eandres@nhm.org)

The Natural History Museum is looking for volunteers to support their nature gardens team. The Natural History Museum offers engaging outdoor experiences for visitors as well as provides a habitat for birds, insects and other local wildlife. Volunteers are needed to help plant, prune, mulch, weed, etc. the garden.

- Registration is required at least 24 hours in advance. Space is limited to the first 15 volunteers to sign up. To sign up, you must email Liz Andres at [eandres@nhm.org](mailto:eandres@nhm.org) your name, email address and which date(s) you are interested in joining.
- Events scheduled on Friday, September 27, October 25 and November 22 from 9:00 am to 12:00 pm.
- Location: Natural History Museum (900 Exposition Blvd. LA, CA 90007)
- Additional information and the one time volunteer waiver form will be sent to those with a confirmed registration.
- Wear close-toed shoes and loose, comfy clothes that are school appropriate. Bring your own water bottle and sunscreen.



## Palos Verdes Peninsula Land Conservancy (PVPLC)

Palos Verdes Peninsula Land Conservancy  
Brittany Goldsmith, Volunteer Program Manager  
[bgoldsmith@pvplc.org](mailto:bgoldsmith@pvplc.org)  
(310) 541-7613 Ext. 215

The Palos Verdes Peninsula Land Conservancy (PVPLC) works cooperatively with the four cities (Rancho Palos Verdes, Rolling Hills, Rolling Hills Estates, and San Pedro) to preserve undeveloped land as open space for historical, educational, ecological, recreational and scenic purposes.

Registration is required to attend any volunteer event organized by the PVPLC. To register, you must create an account at <https://pvplc.volunteerhub.com/>

### Outdoor Volunteer Days (Registration is Required)

- **White Point Nature Preserve** (1600 W. Paseo del Mar, San Pedro) – Events scheduled on Saturdays (September 28, October 19) from 9:00 am to 12:00 pm
- **Alta Vicente Reserve** (31290 Palos Verdes Dr. W. Palos Verdes, CA 90275) – Events scheduled on Saturdays (August 31, September 14 and 21) from 9:00 am to 12:00 pm



## Palos Verdes Peninsula Land Conservancy (PVPLC)

### Outdoor Volunteer Days (Registration is Required)

- **Lunada Bay** (520 Paseo Lunado, Palos Verdes Estates) – Events scheduled on Saturdays (September 7) from 9:00 am to 12:00 pm
- **Abalone Cove Reserve** (5970 Palos Verdes Dr S, Rancho Palos Verdes) – Events scheduled on Saturdays (October 12, November 2 and 16) from 9:00 am to 12:00 pm

### For All Palos Verdes Peninsula Land Conservancy Events

- Closed-toed shoes are required. Long pants, sun protection, water and a snack are suggested.
- Registration is required to attend any volunteer event organized by the PVPLC. To register, you must create an account at <https://pvplc.volunteerhub.com/>





## SMC Corsair Market

### SMC Corsair Market

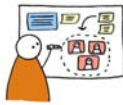
Susan Fila, Health Sciences Director

[fila\\_susan@smc.edu](mailto:fila_susan@smc.edu)

<http://www.smc.edu/StudentServices/SHSC/Pages/Food-Security-Programs.aspx>

The Corsair Market is a free farmers market held every Wednesday. Available dates beginning August 28, 2019 from 1:00 pm – to 4:30 pm. Student volunteers and staff members are trained, in partnership with Food Forward, to glean produce from the Santa Monica Wednesday Farmer's Market and bring the boxes of food to SMC for distribution. On average, we receive between eight and ten boxes of produce that student volunteers hand out to students. The Westside foodbank supplements these deliveries with other scrumptious fruits and vegetables when available.

- Event registration is required. To register, contact Susan Fila. Information listed above.
- **Example of Opportunities** – Assist in set-up of tables and produce, handout free produce to students in the cafeteria, and clean-up



## SMC Center for Environmental and Urban Studies

Center for Environmental and Urban Studies

Ferris Kawar, SMC Sustainability Project Manager

[Kawar\\_ferris@smc.edu](mailto:Kawar_ferris@smc.edu)

(310) 434-3911

<http://www.smc.edu/AcademicAffairs/Sustainability/Pages/Center-for-Environmental.aspx>

1734 Pearl Street

Santa Monica, CA

The Center for Environmental and Urban Studies (CEUS) is a model of green design and an information and research center for students, faculty and the surrounding community.

### Event Information

- Sustainability Week in October – Events to be determined. See Ferris for more information on how you can assist with Sustainability Week



## The Bay Foundation

The Bay Foundation  
Chris Enyart, Watershed Programs Field Technician  
(310) 417-3093  
[cenyart@santamonibay.org](mailto:cenyart@santamonibay.org)  
<http://www.santamonibay.org/>

The Bay Foundation works to restore and enhance Santa Monica Bay through actions and partnerships that improve water quality, conserve and rehabilitate natural resources, and protect the Bay's benefits and values.

Event registration is required. To register, click on the specific event links below:

**Ballona Wetlands Community Restoration (Registration is Required)**

- Saturday, September 14 from 9 am to 11 am – To register, click [here](#)
- Wednesday, September 18 from 9 am to 11 am – To register, click [here](#)

**LAX Dunes Restoration (Registration is Required)**

- Saturday, September 7 from 9 am to 12 pm – To register, click [here](#)
- Saturday, September 21 from 9 am to 12 pm – To register, click [here](#)
- Saturday, October 5 from 9 am to 12 pm – To register, click [here](#)
- Saturday, November 2 from 9 am to 12 pm – To register, click [here](#)



## The Bay Foundation (cont.)

**Information For All Bay Foundation Restoration Events**

- ❖ Close-toed shoes are required. Wear appropriate clothes. Bring sunscreen and your reusable water bottle to stay hydrated
- ❖ Additional information available on registration page
- ❖ Minors must be accompanied by a supervising adult



## Tree People

### Tree People

Luis Rodriguez, Volunteer and Community Engagement Lead

[lrodriguez@treepeople.org](mailto:lrodriguez@treepeople.org)

(818) 623-4879

[www.treepeople.org](http://www.treepeople.org)

Tree People inspires and supports the people of LA to come together to plant and care for trees, harvest the rain, and renew depleted landscapes. We unite with communities to grow a greener, shadier and more water-secure city at homes, neighborhoods, schools and in the local mountains.

### Angeles Forest Restoration (Registration is Required)

- The following Saturdays and Sundays – (August 31); (September 7, 8, 14, 15, 21, 22, 28, and 29) from 8:30 am – 12:30 pm in Santa Clarita
- The following Saturdays and Sundays – (October 5, 6, 12, 13, 19, 20, 26 and 27) from 9:00 am to 1:00 pm in Santa Clarita

### Street Tree Care (Registration is Required)

- The following Tuesdays and Thursdays – (September 5, 10 and 12); (March 24); and (April 28) from 8:00 am to 11:00 am in Huntington Park



## Tree People (cont.)

### Street Planting (Registration is Required)

- The following Saturdays – (September 14 and 21); (October 19) and (November 2 and 16) from 9:00 am – 12:00 pm in San Fernando

### Park Work Day (Registration is Required)

- The following Tuesdays and Thursdays – (September 5, 12, 19 and 26); (October 1, 3, 10, 17, 24 and 31); (November 7, 14 and 21) from 10:00 am to 12:00 pm in Beverly Hills
- The following Saturdays – (September 14) and (October 12) and (November 9) from 9:00 am to 12:00 pm in Beverly Hills
- Events also scheduled on Wednesday, October 2 and Friday October 4. Check website for more information.

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### Information for All Tree People Events

- Registration is required to attend any of the volunteer events. To register, visit <https://www.treepeople.org/calendar>
- **Students will not receive credit/hours for attendance at any other event, other than Angeles Forest Restoration, Park Work Day, Street Tree Care, and Street Planting events**
- Wear close-toed shoes and appropriate clothes. Bring your own water bottle and sunscreen

## How Do You Get Started? ONE DAY EVENTS

Week 1	<input type="checkbox"/> Be enrolled in a course offering an applied/service learning component <input type="checkbox"/> Attend an Applied and Service Learning Student Orientation
Week 2 (Due: Wednesday, September 4 by 4:00 pm)	<input type="checkbox"/> Alternative Placement Request Form (For those students who want to complete their hours at an organizations not listed on the pre-approval list. Must be a tax exempt organization 501(c)(3).
Weeks 1, 2 and 3	<input type="checkbox"/> Reach out to a community partner provided on this Powerpoint <input type="checkbox"/> Select and/or RSVP to attend an approved one day event <input type="checkbox"/> Read, complete and bring with you any necessary paperwork and requirements by the organizations to the approved one day event (i.e. waver forms, guides, etc.)
Day of Event	<input type="checkbox"/> Bring your Student Application and Agreement Form – One Day Event form to the approved one day event. Use a new form per day/event <input type="checkbox"/> Attend a Community Partner Orientation/Training

## How Do You Get Started? ONE DAY EVENTS

Day of Event (continued)	<input type="checkbox"/> Request the event site coordinator to complete and sign off on your Student Application and Agreement – One Day Event form. Organizations will not be able to verify service hours after the event concludes. <input type="checkbox"/> Finalize any event paperwork with the organization <input type="checkbox"/> Submit your Student Application and Agreement – One Day Event form after each event to the Career Services Center (CSC).
On-going	<input type="checkbox"/> Complete any course assignments and/or reflection exercises
Week 14 (Due: Tuesday, November 26 by 12:00 p.m.)	<input type="checkbox"/> Last day to submit any and/or all Student Application and Agreement – One Day Event forms to the CSC

## How to Select an Organization

- **Do Your Research** – Look for an organization that works with issues about which you feel strongly and that will allow you to meet the objectives of your course
- **Consider the Skills You Have to Offer** – Some placements are looking for people who have the skills you are able to provide.
- **Step Out of Your Comfort Zone and Try to Learn Something New** – Perhaps you want to learn a new skill or gain exposure to a new area
- **Know that All Organizations Have a Selection Criteria** – It is just as important for you to feel a match with the organization as they with you.



## How Do You Establish Communication with a Community Partner?

- Making the Initial Contact
  - ▣ Who to Contact
  - ▣ How to RSVP/Register for an event



## How Do You Get the Most of Your Experience?

- **Try to Learn as Much as you Can** – Ask questions. Know the mission and purpose of the organization.
- **Be Proactive. Don't wait for Opportunities** – Introduce yourself to people who are employed at the organization, other volunteers, the people who are benefiting from your efforts. Interact with them regularly. Ask what else you can do to help. Avoid “sitting in the corner” and looking at your phone.
- **Bring Your Heart and Enthusiastic Spirit** – When you're enthusiastic, your energy will be contagious and will spread to others. Enjoy the experience. What you'll get back will be immeasurable.
- **Ask if there are opportunities to share your ideas and feedback** – Change isn't easy. However be mindful of you where you are going. Some of the people you interact with may not have had the same experiences as you.
- **Keep an Open Mind and be Flexible** – There is always an opportunity to learn. Don't have your heart set on doing one particular job. Your willingness to get involved might open doors to new experiences.

## How Do I Officially Register with SMC?

- SMC Applied/Service Learning Participation
  - Alternative Placement Request (September 4 by 4:00 pm)
  - Student Application/Agreement ONE DAY Events (November 26 by 12:00 pm)
  - Student Evaluation (November 26 by 12:00 pm)



\* All SMC applied/service learning related forms must be turned into the Career Services Center. If you miss the deadline, you will not be included in the report to your instructor.

# Alternative Placement Request

**Applied and Service-Learning Alternative Placement Pre-Approval Form**

This request for Service-Learning Request Form has been added to the website for your information. Please check your page from the site will give you the complete details of the process. The request for Service-Learning Request Form has been added to the website for your information. Please check your page from the site will give you the complete details of the process.

Please be the request of any one, you must submit the following for the Applied and Service Learning Program. You will receive feedback from your request and approval from the Applied and Service Learning Program. You must submit the following for your request:

**Student Information**  
 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
 International Students Only: Are you studying on an F-1 student visa? Yes  No

**Reason for the request for this placement and how you will be applying your academic background experience.** Please be a reason for the applied and service learning course placed currently on your application page.

**Applied and Service Learning Information**  
 Applied Course Title: \_\_\_\_\_ CRN Number: \_\_\_\_\_  
 Service Learning Course Title: \_\_\_\_\_ CRN Number: \_\_\_\_\_

**Organization Information**  
 Organization Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
 Type of Organization:  Non-Profit  Government  Educational Institution  Other \_\_\_\_\_  
 Organization Full Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_ Organization City, State: \_\_\_\_\_

**Supervisor Information**  
 Supervisor Name: \_\_\_\_\_ Supervisor Title: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_

**Other Information**  
 Please be a reason for the request for this placement and how you will be applying your academic background experience. Please be a reason for the request for this placement and how you will be applying your academic background experience.

**What country/countries does the above site address check all that apply?**

America  Africa  Asia  Europe  Oceania  Latin America  Middle East  International  Other \_\_\_\_\_

**What country/countries does the above site address check all that apply?**

Business  Education  Health Services  Human Services  Law  Non-Profit  Other \_\_\_\_\_

**What country/countries does the above site address check all that apply?**

Agriculture  Arts  Engineering  Health Services  Law  Non-Profit  Other \_\_\_\_\_

**What country/countries does the above site address check all that apply?**

Agriculture  Arts  Engineering  Health Services  Law  Non-Profit  Other \_\_\_\_\_

**What country/countries does the above site address check all that apply?**

Agriculture  Arts  Engineering  Health Services  Law  Non-Profit  Other \_\_\_\_\_

**Thank you for taking the time to complete this form. If you have any questions regarding this form or the Applied Learning Program, please contact the Career Services Center.**

**For Office Use Only**  
 Received (Date/Time): \_\_\_\_\_ Received (Date/Time): \_\_\_\_\_

**DEADLINE: WED., SEPTEMBER 4, 2019 BY 4:00 PM (CAREER SERVICES CENTER)**

# Student Application/Agreement Form – ONE DAY EVENT

**Student Application and Agreement – ONE DAY EVENT**

This request for Service-Learning Request Form has been added to the website for your information. Please check your page from the site will give you the complete details of the process. The request for Service-Learning Request Form has been added to the website for your information. Please check your page from the site will give you the complete details of the process.

Please be the request of any one, you must submit the following for the Applied and Service Learning Program. You will receive feedback from your request and approval from the Applied and Service Learning Program. You must submit the following for your request:

**Student Information**  
 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
 International Students Only: Are you studying on an F-1 student visa? Yes  No

**Reason for the request for this placement and how you will be applying your academic background experience.** Please be a reason for the applied and service learning course placed currently on your application page.

**Applied and Service Learning Information**  
 Applied Course Title: \_\_\_\_\_ CRN Number: \_\_\_\_\_  
 Service Learning Course Title: \_\_\_\_\_ CRN Number: \_\_\_\_\_

**Organization Information**  
 Organization Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
 Type of Organization:  Non-Profit  Government  Educational Institution  Other \_\_\_\_\_  
 Organization Full Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_ Organization City, State: \_\_\_\_\_

**Supervisor Information**  
 Supervisor Name: \_\_\_\_\_ Supervisor Title: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_

**Other Information**  
 Please be a reason for the request for this placement and how you will be applying your academic background experience. Please be a reason for the request for this placement and how you will be applying your academic background experience.

**Inclusion of Liability**

As required by Title 9, Section 10222 of the California Code of Regulations, I understand and agree that I will not hold the Santa Monica Community College District, its Board of Trustees, officers, agents, representatives, employees, students, or professional staff liable for any claim, suit, or action, including reasonable attorneys' fees, that may be brought against me or the organization or any third party or third employer during the above described course (hereinafter "Service") involving injuries, accidents, illness or death.

If I participate in this liability release in any facility, activity, session of work, or otherwise against the Santa Monica Community College District, its Board of Trustees, officers, agents, representatives, employees, students, or professional staff of Santa Monica Community College District, I understand and agree that I will not hold the Santa Monica Community College District, its Board of Trustees, officers, agents, representatives, employees, students, or professional staff liable for any claim, suit, or action, including reasonable attorneys' fees, that may be brought against me or the organization or any third party or third employer during the above described course (hereinafter "Service") involving injuries, accidents, illness or death.

If I provide any work or services to the organization, I understand and agree that I will not hold the Santa Monica Community College District, its Board of Trustees, officers, agents, representatives, employees, students, or professional staff liable for any claim, suit, or action, including reasonable attorneys' fees, that may be brought against me or the organization or any third party or third employer during the above described course (hereinafter "Service") involving injuries, accidents, illness or death.

I hereby understand that this release is not intended to affect or waive any rights, remedies, or benefits that I may be entitled to under applicable laws, regulations, or policies of the organization.

I have read and understand this form and I understand that I am releasing the Santa Monica Community College District, its Board of Trustees, officers, agents, representatives, employees, students, or professional staff from any and all liability for any claim, suit, or action, including reasonable attorneys' fees, that may be brought against me or the organization or any third party or third employer during the above described course (hereinafter "Service") involving injuries, accidents, illness or death.

**Student Agreement**

I understand that I am participating in the Applied and Service Learning Program. I understand that I am participating in the Applied and Service Learning Program. I understand that I am participating in the Applied and Service Learning Program.

**Signatures**

Organization Site Information

Organization Name: \_\_\_\_\_  
 Supervisor Full Name: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Organization City, State, ZIP Code: \_\_\_\_\_

Date (MM/DD/YYYY)	Time Begin	Time End	Total Hours	Site Coordinator's Signature

Site Coordinator's Contact Information

**For Office Use Only**  
 Received (Date/Time): \_\_\_\_\_ Received (Date/Time): \_\_\_\_\_

**DEADLINE: TUES., NOVEMBER 26, 2019 BY 12:00 PM (CAREER SERVICES CENTER)**

## Evaluation Forms

- Student Evaluation



DEADLINE: TUES., NOVEMBER 26, 2019 BY 12:00 PM (CAREER SERVICES CENTER)

## Reflection Exercises

- Activity that connects and reinforces your classroom experience with your applied-learning experience
- Platform for you to think critically about your experiences, thoughts, and feelings
- Variety of ways to reflect





## Closing

- **Contact Information:**

**Joan Kang, M.Ed.**

**Senior Career Services Advisor – Applied/Service Learning Coordinator**

**Career Services Center (Student Services Bldg., 2<sup>nd</sup> Floor)**

**(310) 434-3962**

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