Instructions for Service Learners
Spring 2007 – LRCM 8676.C01

Students will complete at least sixteen hours at one of the following non-profit agencies. Any orientation required by the agency does not count towards these fifteen hours. Hours must be completed by April 24th and signed by your site supervisor. Students are also required to maintain a service-learning journal which they will periodically discuss and submit to the professor for review. At the end of the placement, the journal will NOT be returned to the student.

Students will also have to submit a reflective summary about their learning experience. The reflection summary can be submitted in a three-paged, typed, double-space report or as a fifteen minute media presentation. If a student decides to submit an oral presentation an outline of their presentation must be submitted one week prior to their presentation time. A separate handout regarding the journal and the reflection summary will be distributed in class. All reflective summaries, journals, and log sheets are due at the beginning of class on Tuesday, April 24th.

To obtain service-learn forms and information about the service-learning program go to www.ccccd.edu/servicelearning.

Special note: When contacting these agencies do NOT state that you are seeking community service; rather tell them that you are a Collin College student seeking information about service-learning opportunities with their agency.

1. North Collin County Habitat for Humanities – contact Gwen Walters at 972-542-5300 regarding upcoming McKinney area homes to be completed and other needs of the community. You must attend a one hour orientation. Contact Gwen regarding the orientation and application procedure. Habitat for Humanity seeks to eliminate poverty housing through construction of new homes for eligible families. Service-learners can assist with construction of homes and special events.

2. Communities in School Program located at Caldwell Elementary School @ 601 W. Louisiana St., McKinney. Contact Kim Bailey 469-742-5527. You will need to go to the McKinney ISD web site to complete a volunteer application to serve as a volunteer for MISD. The web site is www.mckinneyisd.net. When you get on the site, go to the Parent Resources menu click on MISD volunteers and complete the paperwork. You will also need to complete paperwork for the CIS program. You will be assigned as a mentor/tutor to a student or work in the classroom. The CIS Program provides academic and community services to at-risk students and their families.

3. Thomas Elementary School, located in Plano at 6537 Blue Ridge Trail. Contact Brad Saxon or Janet Anders @ (469) 752-3500. You will need to go to the PISD web sight to complete a volunteer application to serve as a volunteer for PISD. The web site is www.pisd.edu. You can also email Janet at janders@pisd.edu or Brad at bsaxon@pisd.edu directly and let them know that you are a Collin College student. You will be assigned as a mentor/tutor to a student or work in the classroom. The Mentoring Program provides academic services to at-risk students and their families.

4. Samaritan Inn - McKinney. To obtain a volunteer application go to http://www.thesamaritaninn.org, click on Volunteer icon on the right and follow the instructions. The volunteer coordinator is Cheryl Spofford (972) 562-7375 cherylswofford@thesamaritaninn.org. Contact Cheryl to set up an interview for orientation and task assignment. Samaritan Inn is the only homeless shelter in Collin County that
provides twenty-four hour housing for individuals and families in crisis. Service-learners help with client assistance, group activities, clerical duties, and special events based on learning goals. Students are also invited to attend monthly board meetings.

5. **Allen Community Outreach, – Allen: (972) 727-9131, ext. 224 – contact Lynn Burdick lynncocares.org** for application, schedule, learning goals and signature for completed hours. ACO provides financial assistance to local families, including the ACO Upscale Resale Store. Students help in the Resale Store while finding out about the services, structure and community programs provided by this organization.

6. **Collin County Children’s Advocacy Center, Plano: (972) 633-6614 - contact David Glickman (dglickman@cacplano.org)**, for required orientation, forms, schedule and task assignments. Let David know that you are a student at Collin College. The Advocacy Center provides a team approach to protect and improve the lives of children who are victims of abuse and neglect in Collin County. Students can assist caseworkers, volunteers and others with research, community education, and other services provided by this agency. Students must complete an application as well as an interview by the third week of the semester in order to be considered for this placement. A minimum of two hours per week is required.

7. **Hope’s Door, Plano – (972) – 422-2911) contact Tammy Taylor (tammy.taylor@hopesdoorinc.org)** regarding application, schedule and specific tasks. Hope’s Door is a full-service shelter and counseling center for families impacted by domestic violence. Students can assist with the resale store; Clarissa’s Closet or provide morning or evening assistance at the shelter. For application go to http://www.hopesdoorinc.org/vol_app.htm and contact Tammy.

8. **Early Head Start, Mckinney High School – (972-348-1622) contact Susan Casone (Susan.Casone@region10.org)** regarding the volunteer opportunities for working with teen mothers and infants and toddlers. There are more locations available throughout the metroplex if you live closer to another city or county. Susan will be able to give you that information.