

## SERVICE LEARNING PROCEDURES & GUIDELINES

### Definition

Service Learning: A teaching and learning experience where students perform service hours for an organization while applying course concepts. Travel may occur during and/or outside of the scheduled class period.

### Representing Office and/or Department

Department of Experiential Learning

Phone: (616) 234-4162

Email: [experientiallearning@grcc.edu](mailto:experientiallearning@grcc.edu)

### Employee Procedures & Guidelines

- A. Faculty new to service learning will submit the Service Learning Designation Request Form. This form allows faculty to describe how the service experience meets course outcomes.
- B. Approved faculty will then submit the Service Learning Faculty Registration Form. This allows the College to collect required information around the course(s) to apply the service learning designation into the "Grade Book" as part of the end of the semester grading process.
- C. Prior to students performing their service hours, students must:
  1. Be provided information (written and verbal) on how the service learning activity will meet course outcomes, any expectations around behavior and consequence for not meeting expectations, as well as information on how to locate a community organization and deadlines.
  2. Submit the online Student Service Learning Registration Form
    - a. <http://www.grcc.edu/departmentofexperientiallearning/servicelearning/academicservicelearningstudentregistration>
- J. During an emergency or situations involving the well-being of participants and/or violations of the Student Code of Conduct, the person(s) responsible for the off-campus trip will contact the GRCC Campus Police for consultation (616-234-4911). GRCC Campus Police may refer the caller to the Associate Provost and Dean of Students Affairs and/or the Administrator on call.

### Student Procedures & Guidelines

- A. Students participating in a service learning experience as part of a course are to:
  1. Submit the Service Learning Student Registration Form prior to beginning their service learning experience.
    - a. <https://www.grcc.edu/departmentofexperientiallearning/servicelearning/academicservicelearningstudentregistration>
  2. Abide by the volunteer policies and procedures of the organization(s) being served.
  3. Students may be required to submit a Criminal Background Check.
- B. Students are responsible for their own transportation.
- C. Students are expected to adhere to the Student Code of Conduct at all times.