



Name \_\_\_\_\_

# Service Learning Internship

# Workbook 2010

# SERVICE LEARNING INTERNSHIP

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Service Learning is a method of teaching where students apply newly acquired skills and knowledge to real-life needs in *their own* community. It combines community service with classroom instruction. Service learning involves students in activities that address local needs while developing their academic skills and commitment to their community.

High-quality service is achieved when the service meets a real need in the community. It is defined by the community, age appropriate, and well-organized. Quality Service Learning allows students to actively select, plan and carry out the activity with guidance.

## *Elements of High-Quality Service Learning:*

- Quality Service Learning includes orientation and training of students.
- Quality Service Learning includes reflection about the service experience. Planned reflection allows students to discover how their attitudes have changed and what has been learned and achieved. The most powerful learning takes place during reflection. Three key questions to ask during the reflection process are:

**What** happened?

**So What** does it mean to you?

**Now What** did you learn?

- Quality Service Learning involves collaboration between schools, students, community agencies and local government.
- Successful service experiences provide on-going recognition and opportunities to celebrate achievement.

## *Choosing Service Learning Projects:*

Students who wish to receive Service Learning credit need to have their projects approved by their school Work Based Learning Coordinator. Students who are attempting to find opportunities for Service Learning could use some of the following ways to find community needs or problems to address through service:

**Needs/Assets List** - Create a list of all of the good and bad things about your community.

**Walkabout** - Take a walk around the community recording observations of what is seen, etc.

**Media Search** - Scan newspapers, listen to radio or TV reports about community needs.

**Survey** - Create and conduct a survey of community needs.

**Interview** - Interview various members of the community to determine their ideas for projects.

# SERVICE LEARNING INTERNSHIP REQUIREMENTS

Service Learning Internship credit can be earned during the summer, or during either semester of the school year. The class will be offered at each high school during 0 and 9<sup>th</sup> periods.

In order to obtain Service Learning credit, the following criteria must be met:

- Students must complete the Service Learning application completely and accurately and submit it to their Work Based Learning Coordinator – See chart below. All blanks on the application must be filled in.
- Students will register for Service Learning credit with their counselor.
- Students will need to pay a recording, supervision and instruction fee according to the amount of credit they wish to generate during the semester.

Hours of Service	Credit	Fee
72	.5	\$35
144	1.0	\$70
216	1.5	\$105

*\*Based on the make-up credit fee schedule*

Course # 8950

School	WBL Coordinator	Cell Phone
Bountiful	Mrs. Fahrenbach	628-7102
Clearfield	Mrs. Miller	628-7103
Davis	Mrs. Peterson	628-7105
Layton	Mrs. Wilkes	628-7108
Northridge	Mrs. Maughan	628-7106
Viewmont	Mrs. Krum	628-7104
Woods Cross	Mrs. Stettler	529-8340

- Students will be responsible for setting up their service experience with a licensed business or agency and getting the training agreement signed.
- Students must apply, be approved and have a signed contract *PRIOR* to generating Service Learning hours.
- Students must attend three Service Learning classes during the semester/summer and get your supervisor's signature on the Service Learning Internship Checklist.
- Students must complete the assigned workbook including monthly calendars, reflection journals and other assignments, which will be evaluated by their Work Based Learning Coordinator.
- Students will be evaluated at the service site during the semester by their Work Based Learning Coordinator.
- Students must submit a letter of verification from the agency or business verifying the volunteer experience.
- Students must enter their service experience in their electronic SEOP.
- Students must complete and present an oral presentation at the last class.
- Students must apply for Service Learning Recognition.

# SERVICE LEARNING INTERNSHIP CHECKLIST

In order to receive Service Learning credit you must complete all of the following:

- \_\_\_\_\_ 1. Register for credit with your Counselor and pay Service Learning fee.
- \_\_\_\_\_ 2. Complete Service Learning application and submit it to your Work Based Learning Coordinator.
- \_\_\_\_\_ 3. Arrange for your Service Learning project and get the training agreement signed by your business/agency.
- \_\_\_\_\_ 4. Attend all three classes: (Have your instructor initial on the line.)

Classes will be held:

_____	Orientation/safety training	Date: _____	Time: _____
_____	Presentation training	Date: _____	Time: _____
_____	Reflection & report out	Date: _____	Time: _____

- \_\_\_\_\_ 5. Complete time cards for each month you go to your Service Learning experience.
- \_\_\_\_\_ 6. Complete "Getting to Know Your Organization" assignment.
- \_\_\_\_\_ 7. Complete the nine reflection pages:

Reflection Journal	#1	#2	#3	#4	#5	#6	#7	#8	#9
Date Completed									

- \_\_\_\_\_ 8. Get a letter of verification from your business/agency.
- \_\_\_\_\_ 9. Write a press release. Include a picture of you at your Service Learning site.
- \_\_\_\_\_ 10. Enter your experience into your SEOP at your school site, and turn in a printed copy to your Work Based Learning Coordinator.
- \_\_\_\_\_ 11. Complete an electronic presentation or display board about your Service Learning experience.
- \_\_\_\_\_ 12. Invite your parents and your Service Learning Supervisor to the class celebration of your experience. (Last class)
- \_\_\_\_\_ 13. Turn in completed workbook at the last class.

Total Hours Volunteered \_\_\_\_\_ Amount of Credit Requested \_\_\_\_\_

\_\_\_\_\_

*Service is the rent we pay for being. It is the very purpose of life,  
and not something you do in your spare time.*  
~Marion Wright Edelman~











# GETTING TO KNOW YOUR ORGANIZATION

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## Company/Agency Profile

Name of Company/Agency: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

Year Organized: \_\_\_\_\_

Main Service Provided: \_\_\_\_\_

Clientele Served: \_\_\_\_\_

List 3 websites that provide similar or related services:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brief History of Company:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mission Statement/Purpose:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# REFLECTION ASSIGNMENT

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The following nine reflections are to be completed by the end of your internship. You need to complete one reflection sheet after each eight hours of service you provide to your company/agency. For example, after you have volunteered for eight hours—complete Reflection #1. After you have completed sixteen hours—complete Reflection #2 and so on.

You may hand write your reflections on the lines provided. Each reflection should completely answer the question, and should demonstrate your knowledge on topics taught in the Service Learning classes. Your reflections should include examples from your volunteer site and from your Service Learning experience. **BE THOROUGH AND SPECIFIC!**



# REFLECTION #2

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Give an example of when you have felt valued and appreciated at your site.

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How does your organization show appreciation for its volunteer/employees?

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What have you done to show appreciation to others at your site? Explain.

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## REFLECTION #6

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How does your organization communicate important information to each other?

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Describe an example of good communication at your site. Describe the situation. What were the effects, (good or bad).

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Would you have handled the above situation the same way? What would you have done different? Why?

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# REFLECTION #9

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What have you learned from the people involved in this project? What have they learned from you?

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What have you learned about the community through doing this project?

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Did your Service Learning experience introduce you to any new career ideas or interests that you hadn't thought about before? Explain and give details.

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# ASSIGNMENT

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## *Obtain Letter of Verification*

After you complete your Service Learning Internship, you must obtain a letter of verification from the organization where you served your internship.

The letter of verification **must be on the organization's letterhead** and include the following:

- A description of the type of service you completed
- The exact number of hours you completed
- A signature by your mentor or work-supervisor

Have your supervisor mail the letter to Jodi Lunt:

Jodi Lunt  
Service Learning Director  
Davis School District  
P. O. Box 588  
Farmington, UT 84025

Staple a copy of your letter of verification in this workbook before you turn it in.

# SAMPLE LETTER OF VERIFICATION

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## **ABC COMMUNITY ORGANIZATION**

**123 NORTH MAIN STREET  
SALT LAKE CITY, UT 84100**

PHONE: (801) 555-1111

June 1, 2003

Jodi Lunt  
Service Learning Coordinator  
Davis School District  
P.O. Box 588  
Farmington, Utah 84025

RE: Lily Smith

Dear Ms. Lunt,

This is to notify you that Lily Smith completed 72 hours of service for our organization during the months of June, July, and August. Lily taught classes about employment and resume writing to residents of the homeless shelter. She also assisted with our annual fund raising event by distributing flyers and obtaining donated prizes from businesses around the community. Lily spent Saturday mornings working the front desk of the shelter greeting visitors and answering phone calls.

If you have any questions, please call me at (801) 555-1112.

Sincerely,  
John Smith  
John Smith  
Volunteer Coordinator

# ASSIGNMENT

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## *Write a Sample Press Release*

As you near the end of your Service Learning Internship, you need to write a press release about your internship and submit it to the Service Learning Director of Davis School District, Jodi Lunt. You may fax, mail, or e-mail your press release to Ms. Lunt.

Jodi Lunt  
Service Learning Director  
Davis School District  
P.O. Box 588  
Farmington, UT 84025  
[jlunt@dsdmail.net](mailto:jlunt@dsdmail.net)  
Phone: (801) 402-5606  
Fax: (801) 402-5333

Your press release must include the following:

- Your name and contact information
- Detailed information about your specific internship
  - Include a quote from you about why this was a beneficial experience
- The definition of Service Learning
- Information about how other organizations can get information about hosting a Service Learning Intern
- A picture of you at your internship

Staple a copy of your press release and a copy of your picture to this page before you turn in your workbook.

# SAMPLE PRESS RELEASE

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FOR IMMEDIATE RELEASE: August 1, 2003

Contact: Lily Smith  
Service Learning Intern  
(801) 555-1234  
[lilysmith@aol.com](mailto:lilysmith@aol.com)

## **High School Student Serves Service Learning Internship *Discovers Love of Gardening While Helping Others***

Lily Smith, a junior at Bountiful High School, served a Service Learning Internship at Wasatch Community Gardens this summer. Lily spent 72 hours working at local community gardens planting, weeding, pruning, and finally selling vegetables at the local farmers' market. She worked side-by-side with professional gardeners and even got to design her own garden. With plans to major in botany at the University of Utah after she graduates from high school, Lily says, "The internship was a great opportunity to not only help a community organization, but to get some real hands-on experience in the field I would like to study."

This Service Learning Internship, a new program in Davis School District, provides students the opportunity to apply skills acquired in the classroom to real-life needs in their own community while earning high school credit. Students from all high schools in Davis County are eligible to participate in the Service Learning Internship by applying with their high school Work Based Learning Coordinator. "We are so excited to have students really connecting with the community and applying the things they learn in school to a service organization," comments District Service Learning Coordinator Jodi Lunt.

Non-profit organizations or businesses interested in hosting a Service Learning Intern may contact Ms. Lunt at (801) 402-5606.

*Be sure to include a picture!*



# Create a Presentation Step-By-Step

- I. Open Corel Presentations
  - A. **Start** ⇒ **Corel WP Suite** ⇒ **Presentations**
  - B. Click the tab for “**Create New**”
  - C. Choose “**Corel Presentations Side Show**”
  - D. Choose a background (clicking the arrow next to the text box brings up more)
  - E. You are now on a **Title** slide
  
- II. Create the Title Slide
  - A. Double click in the text box to add the title
  - B. To change text size or font
    1. Double click in the text box to add the title
    2. Highlight the text by clicking and dragging across the text
    3. Change font and font size on **toolbar** or go to **Format** ⇒ **Font**
  - C. To change the color of the font:
    1. **Format** ⇒ **Font** ⇒ **Color**
    2. Font color should contrast with background to make text stand out
  - D. Create a subtitle if you would like
  
- III. Add slides To The Presentation
  - A. Click **Insert** ⇒ **New Slide** ⇒ Choose the number of slides you want to add
  - B. Choose the type of slide you want to add.
  
- IV. Create a Bulleted List
  - A. Double click in the text box to add the first bullet
  - B. Hit enter to move to the next bullet
  - C. Hit “**Tab**” to make it a sub-bullet
  - D. Use “**Shift + Tab**” to go back to the bigger bullet
  
- V. Add a Graphic or a Picture to your slide
  - A. Click **Insert** ⇒ **Graphic** ⇒ **Clipart** ⇒ Choose a graphic **OR** click the tab for photo and choose a picture to insert ⇒ click **Insert**
  - B. To insert an image or graphic that you have saved on a floppy: (or hard drive)
    1. **Insert** ⇒ **Graphic** ⇒ **from file** ⇒ go to the location of the graphic and pick which one it is and click **Insert**
  - C. To move the image **single click** on it and **drag** it into position
  - D. To resize the image **single click** and **drag** the **handles** to make it bigger or smaller
  - E. To **delete an image** (or text box) **single click** on it and hit the **delete** key
  
- VI. To Add Sound to your slide:
  - A. Click **Format** ⇒ **Slide Properties** ⇒ **Sound** ⇒ **Wave**
  - B. For a Midi file click **Format** ⇒ **Slide Properties** ⇒ **Sound** ⇒ **Midi**
  - C. To start music from a CD: **Format** ⇒ **Slide Properties** ⇒ **Sound** ⇒ **CD** ⇒ Click on the little **CD icon** and choose the track you want to play. **Click**

OK

# Using Microsoft Powerpoint

## Starting the Slide Show

1. Go to **Start** ⇒ **Microsoft Office** ⇒ **Microsoft Powerpoint**
2. From the next window select the option for **Blank Presentation**
3. Next select the slide format you want, and click **OK**

## Inserting New Slides

1. Go to **Insert** ⇒ **New Slide**
2. Select the slide format you want and click **OK**

## Designing Your Presentation

1. Use **Format** ⇒ **Font** for **Font Style** and **Size** changes
2. For Background Color: **Format** ⇒ **Background**, click on down arrow next to the white box, then select **Fill Effects**
3. For Designs: **Format** ⇒ **Slide Design** ⇒ **Design Templates**, select format and click on **Apply** (Remember they apply to all slides.)
4. Use the drawing toolbar (located at bottom of screen) for changing text color, wordart, drawing shapes, etc.

## Transitions and Animation

1. Transitions are set by selecting **Slide Show** ⇒ **Slide Transition**. Change the **Effect** from **No Transition** by using the down arrow key. Modify **speed** from fast to medium or slow. Click **Apply** and move to next slide to set another transition or select **Apply to All**
2. Animation is set by selecting **Slide Show** ⇒ **Custom Animation**. From the **Timing tab** select the object you want to animate and click the **animate button** to the right. Choose if you want to advance with the mouse or set time for the animation. Select the **Effects tab** to change the animation, then view by clicking on **Preview**

## Importing Graphics/Slides

1. Go to **Insert** ⇒ **Picture** ⇒ **From Files**. Select your **drive** and select **file**, then **Insert**
2. Go to **Insert** ⇒ **Slides** ⇒ **From Files**, then select the **Browse button**, choose the drive, and select the file

# ORAL CLASS PRESENTATION

## *Electronic Slide Show or Display Board*

The purpose of this presentation is to allow each Service Learning Intern an opportunity to share their experience and accomplishments with others. Each intern will prepare a 10 minute presentation using an electronic slide show or display board, following the guidelines listed below. Your presentation should give the listener a complete picture of your experience.

<b>CREATION OF PRESENTATION</b>	<b>CHECK LIST</b>
<b><i>General Information</i></b>	
Your name	
Where your service experience took place	
The type of service performed	
Dates of service	
<b><i>Specific Information</i></b>	
Why you chose this specific service opportunity	
What needs did you fulfill through your service	
What were your responsibilities	
What did you learn	
What impact has this experience had on your life	
Would you recommend this experience to others	
<b><i>ORGANIZATION</i></b>	
Ideas are presented in an organized and logical manner	
The presentation is edited for correct use of spelling and grammar	
Creative use of visuals and looks attractive	
Use of photographs of yourself at your internship	
<b><i>PRESENTATION</i></b>	
Dress appropriately	
Speak clearly so everyone can understand	
Include a question and answer period	

# Service Learning Internship

## “I-SEARCH” Process

The “I-Search” process teaches students how to identify, search through, and analyze information about a specific topic and then develop appropriate conclusions. The most essential part of the “I- Search” process is selecting a topic of value and high interest to you. To start the “I Search” process choose a career field of your choice and follow the steps outlined to develop a paper based on your research. By taking an active part in this process, you should acquire sufficient information to help determine if this is the career path you want to take in life.

The paper should be between 3 and 5 pages in length. It must be typed and double spaced. The paper will be evaluated on completeness of the information and soundness of the conclusions.

### The “I-Search” Process

**1. I Know:** Before conducting any formal research, write a statement about what you already know, assume or imagine to be true about the career you have chosen. Formulate an essential question or questions to be answered. List four possible sources in which to find information.

**2. The Search:** In this section write what you have learned through your research. Include: schooling, job outlook and availability, salary range, other career options in this career path, responsibilities of this specific career, etc. You may use interviews, broadcast news, observation, electronic databases, current magazines, direct quotes, Internet, Pioneer databases, etc.

**3. I Discovered:** Conclusions you have made after researching the specific career. Write a statement comparing what you thought you knew with what you discovered. Write a conclusion answering the essential question you asked in the “I Know” section. How do you feel now about the career you have researched?

**4. Bibliography:** Create a Works Cited page crediting sources actually used in your research. You must use at least 4 sources. You should include a detailed description of each source used. This should include the pertinent information the reader would need to look up your source.

# CREDIT REQUEST FORM

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Name \_\_\_\_\_

Volunteer Site \_\_\_\_\_

Total Hours Volunteered \_\_\_\_\_

Credit Requested \_\_\_\_\_

<b>How would you rate your volunteer site?</b>			
<input type="checkbox"/> GREAT	<input type="checkbox"/> GOOD	<input type="checkbox"/> OK	<input type="checkbox"/> NEEDS TO BE IMPROVED
Why? Explain in detail your answer.			
<b>How would you rate the three orientation seminars? (Please mark a box and you must provide an explanation)</b>			
<b>1<sup>st</sup> Session: Orientation</b>			
<input type="checkbox"/> GREAT	<input type="checkbox"/> GOOD	<input type="checkbox"/> OK	<input type="checkbox"/> NEEDS TO BE IMPROVED
Why? Explain in detail your answer.			
<b>2<sup>nd</sup> Session: Presentation Skills</b>			
<input type="checkbox"/> GREAT	<input type="checkbox"/> GOOD	<input type="checkbox"/> OK	<input type="checkbox"/> NEEDS TO BE IMPROVED
Why? Explain in detail your answer.			
<b>3<sup>rd</sup> Session: Reflection/Celebration Report-Out</b>			
<input type="checkbox"/> GREAT	<input type="checkbox"/> GOOD	<input type="checkbox"/> OK	<input type="checkbox"/> NEEDS TO BE IMPROVED
Why? Explain in detail your answer.			
<b>What would you suggest we could do to improve this program?</b>			