

ST. LAWRENCE UNIVERSITY 

CENTER FOR CIVIC ENGAGEMENT

Community Based Learning Programs

Student Handbook

Version 4.0
Revised September 2009

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Written By:

Julie Johnson
Center Manager/Project Coordinator
Center for Civic Engagement

Brenda Papineau
Director
Community Based Learning Partnerships

With research and documentation by:

Elizabeth Burns '07
Charlotta Chung '08
Molly Fisher '08
Lora Wu '07
Community Mentors

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Introduction

Welcome Letter

Dear Student:

Welcome to Center for Civic Engagement. Under the direction of the Community Based Learning Programs and through various academic exercises, you will be given the opportunity to become a civically engaged citizen. By using your community placement as a textbook in the learning process you will learn the three most important aspect of community based learning: reflection, reciprocity and an appreciation for difference. It is this form of experiential learning which lends hand to a deeper understanding of the society in which one lives, as well as, providing an avenue for one's personal and intellectual growth.

Over the course of the semester, you will be required by your professor and by the requirements of the program to complete approximately forty hours of service related activities (please note that courses will vary with regards to the hours required per semester). While keeping a journal you may begin to reflect on your experiences and understand how they are different from volunteerism. In an effort to be fully engaged, one should attempt to remove him or herself from their comfort zone and actively participate in addressing and meeting the needs of the respective agency.

Each student who participates in Community Based Learning Programs will be assigned a Community Mentor. Community Mentors are hired as student staff and serve as your guide throughout this process of learning. The primary responsibility of a Community Mentor is to serve as a liaison between your professor, our office and the community agency to which you are assigned. The Community Mentor will hold office hours through the semester and conduct regular follow-ups to track your progress and address any questions or concerns you may have. I strongly encourage you to utilize the Community Mentor as a valuable resource throughout this learning endeavor.

When working in the community, one should treat their placement as though it were an official job with real consequences. With that said each student should take responsibility for his or her learning and represent him or herself in a professional manner. The professional manner includes demonstrating a seriousness of purpose, adhering to agency policies and procedures and completing all required documentation. All students should present themselves as representatives of the university and act accordingly. A student will not be permitted to begin his or her placement until all necessary documentation has been received.

Lastly, I encourage you to be agents of your own learning and founders of your own intellectual being. You can make a difference!

Sincerely,



Brenda L. Papineau
Director, Community Based Learning Partnerships

What is Community Based Learning?

Our community based learning programs offer students a variety of academic opportunities; to combine community engagement and service with course-based activities and assignments in ways that are designed to promote student learning and personal development. By combining classrooms and communities, our students are learning by doing, and doing by learning. In recent years, students have combined course work with service at a variety of local programs and agencies including nursing homes, day care centers, organic farms, tutoring programs, environmental agencies, social service programs, criminal and family courts, the offices of the public defender and the district attorney, community food banks and a variety of agencies and programs associated with the needs of poor and disabled. Virtually all of our CBL (community based learning) students have found their experiences both educationally enriching and personally transformative.

Common Terms and Definitions

As a Community Mentor it is important that you understand what the CCE is about. Please learn the meanings of the following frequently used words:

Civic Engagement: Active involvement that forges a positive relationship between the individual and community as a result of mutual understanding and communication.

Community-Based Learning (CBL): Engagement in the community as an integrated part of an academic course. The course is shaped by active reflection on the part of the student.

Service-learning: Synonymous with community-based learning; service-learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities.

Community Placement: Agency or organization within a community with which a student performs community-based learning, such as Canton Day Care Center/United Helpers Nursing Home

Compassion: Identification and empathy with someone's existing problems coupled with the desire to influence and make a difference.

Contract: An important document to be signed by the student and the community partner before the student begins the service hours. To be distributed to and collected from the students by the CM; hours will not be used for credit until the contract has been signed and returned.

Difference: To effect change in a tangible manner.

Empathy: Not only an understanding and appreciation for, but an identification with another's feelings.

Journal: A document produced by the student to encourage self reflection relative to a community placement and to facilitate the incorporation of community-based reflection into a student's every day life.

Community Mentor (CM): Intended to allow for reflection on students' work within community agency under individual CM's supervision; also serves as a tool in which problems and successes can be identified and dealt with. The comments and experiences in journals are taken seriously as they help build on this pilot program and the application for more grants.

Student: Learning tool incorporating dialogue between the student and the professor of a CBL course. Meant to be an interactive dialogue that fosters honest reflection in order to strengthen the experiences and maximize the learning of all parties involved.

Leadership: "...a relational process of people together attempting to accomplish change or make a difference to benefit the common good." (Komives, et al, 2002, p. 31)

Reciprocity: A mutual exchange of ideas, services, or experiences.

Reflection: An active process of placing your experiences in the community in context as a student and as a member of a democratic society.

Service: Acts of duty willingly preformed to benefit others.

Sympathy: An understanding and appreciation for another's feelings.

Volunteering: Hands-on community service work performed by people who receive no remuneration for their work.

Community Based Learning Courses

Examples of Community Based Learning Courses

Current and Past CBL Courses:

Advanced Neuroscience
Akwesasne, a Transnational Space
Children's Theatre in the Schools
Civic Engagement; Service and Community: An Introduction to Community Based Learning
Coaching Theory
Cognitive Neuropsychology
Community Psychology
Doing Democracy: Theories and Practice of Engaged Citizenship and Intergroup Dialogue
Environmental Values and Policy, East and West (Cross Listed)
Ethical Theory
Families and Inequality
Families, Children, Poverty
Families, Communities and Globalization
Family and Relationship Violence
First Year Seminar: Food for Thought; Native American Children and Youth; Capoeira-Risistance in Movement, Rhythm, Ritual and Song; Utopia in the Modern World
Gender and Society
Independent Study: Medical Sociology
Independent Projects in Community Based Learning
Intro to Clinical Psychology
Kinship and Social Organization
Leadership Development Studies
Local History, Public History

Medical Sociology
Mystery and Meaning
Once and Future Forests
Public Sector Economics
Senior Seminar "1856" (Cross Listed)
Social Service Agencies and Advocacy
Akwasasne Semester: Native American History, Native American Oral Traditions; Learning and Serving Across Cultures; The Ethnography of Schooling: Specific Focus on Native People; Intercultural Community Based Learning: Privilege, Reciprocity, and Social Justice

What are CBL Course Requirements?

All of our Community Based Learning courses integrate community experiences with course material. Our students are prepared to enter the community by engaging in relevant readings about the community and often members of the community come to class to speak to what to expect in their placements. Students are required to participate in agency orientations for their respective placement sites. On average, CBL courses require around 40 hours of community participation per semester. Hours are typically *spread* across the 14 weeks of the semester calendar rather than done in large blocks over a short period of time.

Learning from Reflection

There are three main components to any community based learning program or course: reflection, reciprocity and exposure to and appreciation of difference. Reflection requires that students understand the broader historical, social, political, economic, environmental and/or physical/natural contexts of their experience in the community. Across our CBL courses, reflection has taken on many forms including research projects, short papers, oral presentations, journals, collaborative projects and/or creative projects. Reciprocity means that all parties (students, instructors and community partners) involved in the CBL experience are teaching and learning. Our CBL courses and programs emphasize partnerships where defining and assessing community needs and developing approaches to address them is done collaboratively between the students, instructors and the community partners. Lastly, our Community Based Learning programs emphasize opportunities to explore and better understand difference. In addition to emphasizing race, ethnicity, gender and sexuality, which are typically the foci of many diversity initiatives, our CBL courses and programs also open the doors of understanding to social class, geography, disability, and age. What is especially rewarding is that CBL allows for the understanding of diversity in all its forms from a more personal and critical perspective.

Community Mentor Program

What is a Community Mentor?

A Community Mentor is a paid staff member of the Center for Civic Engagement. Their primary responsibility would be to work with local agencies and organizations to develop, implement and coordinate community – university partnerships designed to address unmet needs as defined by the community.

What will the Role of the Community Mentor be in the Learning Process?

The role of the Community Mentor in the Community Based Learning (CBL) process will be to assist the CBL faculty and staff with the orientation of new students to their appropriate agencies at the beginning of the semester. They act as an intermediary between the CBL Programs and Community Agencies. The Community Mentor will be responsible for monitoring student's placement hours at their assigned agency. They will oversee students' activities at their community agencies; familiarize students with their respective community agencies concerning the nature of the collaborative project and the recourses available for them at the Center for Civic Engagement and elsewhere on campus. The Community Mentor will also hold regular office hours.

“Through my experience as a community mentor, I learned to not only lead, but to follow. I found that to be an effective leader, one must be able to follow. That is, through day-to-day contact with the directors of NYSARC, I was better able to communicate the goal to those volunteering at the agency. In the end, it was evident to me that the mission was successful because leadership was dispersed. “

–Chris Kerr 07’

Community Placement Process

Contact Information

Brenda L. Papineau

Director, Community Based Learning Partnerships

Whitman Hall, Room 166

(Office) 315-229-5255

bpapineau@stlawu.edu

Julie Johnson

Center Manager/Project Coordinator

Whitman Hall, Room 166

(Office) 315-229-5095

(Fax) 315-229-7462

jjohnson@stlawu.edu

Placement Timeline

First Class Meeting: Students will receive a preference sheet to gauge placement interest.

Second Class Meeting: CBL Programs assigns students to particular agencies as a result of the preference sheet. Students receive agency specific folders and are given contact information to their respective community mentors.

For students who are unsure about how to choose a specific agency, one should consider the following questions:

- Why do you wish to work with a specific target agency?
- What kind of skills\experiences do you have working with a target agency?
- What types of programming events do you envision as being beneficial to target agency?
- Can you think of any specific projects you would be able to implement\complete throughout your semester?
- What are you hoping to get out of your placement with target agency?

First Full Week of Classes:

Each respective Community Mentor will set up an informational meeting for their students on “how to get started”. At this point, students should be obtaining and completing any necessary program or agency documentation. During this time, students will also be asked to attend an introductory orientation at their respective agencies with the agency supervisor and community mentor.

Second Full Week of Classes:

Students should be attending placement regularly. Students shall treat placement as if it were a real job. Attendance will be highly regarded and termination is contingent on irresponsible student behavior. Students will only be given one warning. Reflection should be completed after each day of service related activity in whatever way the professor has asked the students to do so.

The Community Mentors will collect placements contracts by the 3rd or 4th week of classes.

Student Placement Checklist

Please use the following checklist to help guide you through the beginning of your semester expectations. For more information, please contact your Community Mentor or Brenda at x5255.

Obtain your Placement Folder from your Community Mentor

Check the contents of your placement folder to be sure it includes all of the following paperwork. If you are missing any forms or you are having trouble completing the forms; please contact your Community Mentor immediately. Forms may also be downloaded and printed from: blogs.stlawu.edu/cce/community-based-learning-programs/

Student Placement Contract
Agency Contact Information
Agency Documentation

Student Handbook

Print and read your CBL Student Handbook from blogs.stlawu.edu/cce/community-based-learning-programs/. If you do not understand something, you are responsible for contacting your Community Mentor for help.

Meet with your Community Mentor (CM)

Community Mentors (CM) are assigned to placement agencies, if you do not know who your CM is; please contact the Community Based Learning office at x5095. Please schedule and complete your appointment no later than a week after the class presentation.

Orientation

If required by your agency, attend orientation at the designated date, time and place. If you are unsure if your agency holds a mandatory orientation, please contact your CM asap.

CBL Contract

The Contract is designed to be completed in 2 steps:

~Discuss with your Agency Supervisor, the days & times which are appropriate for your placement. When complete, the Agency Supervisor must review and sign the contract.

~Please be sure to get all appropriate signatures and return your contract to your Community Mentor (CM) or the Community Based Learning Programs office located in Whitman Hall, Room 166 by: Last week in September (Fall Semester), Last week in February (Spring Semester).

Student Time Log

Please Note: The Student Time Log must be signed by the agency supervisor at the end of each visit. A binder will be placed at a designated location at your placement agency. It will be your responsibility to sign in and out as well as get your supervisor or agency representative to initial at each visit. This form will be collected on October 15 and the last day of classes (Fall Semester) and March 15 and last day of classes (Spring Semester). If your agency does not have a binder, you are still responsible for completing this form and submitting it to the CBL office by the same deadlines listed above. If the time log is not initialed by an agency supervisor, you will not get credit for these hours.

Mileage Reimbursement

Students should always exhaust all their options (CCE Van, Green Bikes, Walking, Carpooling) before driving their own vehicle, however in some cases it is the only option. If this is the case, a student MUST follow the guidelines below to apply for Mileage Reimbursement. PLEASE NOTE: Funding is not always available, each application is processed on a first come, and first serve basis and not all reimbursement requests will be approved. Also, if approved, the maximum a student will be reimbursed for is \$400 per semester.

- 1) Read over the [Student Mileage Reimbursement Instructions](https://blogs.stlawu.edu/cce/transportation-options/) at blogs.stlawu.edu/cce/transportation-options/
- 2) Complete the [Online Mileage Reimbursement Application](https://blogs.stlawu.edu/cce/transportation-options/) (By the end of the 2nd week of classes) at blogs.stlawu.edu/cce/transportation-options/
- 3) The CCE office will approve/deny within 5 business days and will send an email to the student with decision and if approved will receive further instructions.

Required Forms

All forms associated with the community based learning experience will be handed out by the assigned Community Mentor either in class or during informational meetings. For additional forms please contact the assigned Community Mentor or visit the Center for Civic Engagement blog at: blogs.stlawu.edu/cce/community-based-learning-programs/

Student Learning Experience: Other Things to Remember

- To be positive. Greet the people. Respect them.
- Be helpful. Do not be afraid to step outside your comfort zone in helping someone else. Always do things in a safe manner for both parties.
- Have fun. Make people laugh, teach them things they need to know. Bring your knowledge to them and let them bring theirs to you. Do not be afraid to learn. Understand that you will make mistakes along the road, as long as you are trying, that is all that matters.
- Always offer to help in any way possible. That is what you are there for.
- Understand the needs of the people whom you are working with. Talk with your site supervisor about various learning techniques when working with people that are affected for the given scenario.

Common Questions about the Placement Process

1. What do I say when talking to the agency for the first time?

Example: Hi, my name is _____. I am a student at St. Lawrence University. I am taking on the responsibility of a Community Based Learning class and I have _____ hours of community service to complete this semester. I was hoping to talk with you about this

opportunity. Please contact me by phone at _____ or by email _____ when you are free to meet. Take care.

2. In what ways should I be prepared for this meeting with the agency?

Show up at least five minutes early. Know your schedule and the available times you are able to work. Be honest about your previous experience and what you are willing and not willing to do.

Strategies: Working with Different Agencies

As stated earlier, community based learning covers all various types of service ranging from working in nursing homes, day care centers, organic farms, tutoring programs, environmental agencies, social service programs, criminal and family courts, the offices of the public defender and the district attorney, community food banks and a variety of agencies and programs associated with the needs of poor and disabled. Here are some strategies that can be used in these work fields.

I. When working with children

- a. When working with children it is imperative that a safe environment is created. The classroom should be a nonjudgmental place, a place where children from all different backgrounds feel welcome.
- b. When working with children it is important to keep an open mind to various learning styles. Some children are more perceptual and some are more auditory. Be accepting of different personalities, different temperaments, and different attitudes. These are all people simply forming; accept what they have to offer at this time.
- c. When working with children, it is important to create an atmosphere where they feel comfortable “stepping out of the comfort zone”. It is important for children to make mistakes and not feel pressured. Sometimes, for one to learn, he or she must fail the first time around.

II. When working with the Elderly

- a. When working with the elderly it is important to understand the likeliness of weakened senses. Some, not all, might suffer from hearing or seeing issues. You can help this problem by speaking louder and clearer.
- b. It is difficult for the elderly to accept that they can no longer take care of themselves. It was not that long ago in their eyes that they were doing what you are for someone else. By understanding what they are going through, it will make it easier to connect and to appreciate their challenges more.
- c. When working with the elderly, share things. Tell them stories; bring back some spirit into their slowing down life. You are there to encourage. Find things you have in common, challenge yourself to get to know these people. They once, were just like you, and you once will be just like them.

III. When working with people with special needs

- a. When working with someone with special needs it is important to reduce distraction. Keep focus on the task that is given. When task is completed, reward.
- b. When you are working with a person of either a physical or mental disability make sure you understand what you are working with. Understand their limits and struggles.
- c. Treat everyone in the way you would like to be treated.

Community Placement Agreement

NOTE: Please note that this section is part of the placement contract, so please be sure to read this section carefully before you sign your contract.

Student Role and Responsibility of a CBL Student while at Placement

The Student agrees to do the following:

- Be punctual and conscientious in my attendance for the duration of my Community Based Learning placement. I will notify my site supervisor in advance if I am unable to participate as scheduled;
- Consider all information as confidential concerning other people, employees, and organizations;
- Make my work the highest quality and accept supervision graciously;
- Conduct myself in a courteous and professional manner;
- Notify my professor and the Community Based Learning office of any problems, emergencies, safety hazards, concerns, or suggestions regarding my activities (Brenda Papineau x5255/Julie Johnson x5095);
- Complete all assignments stated in the course syllabus relating to my Community Based Learning requirement, including my reflection and service activities;
- Actively pursue meaningful learning experiences that relate to my course material while serving at my community site. Examples of such active participation can include asking questions and searching for answers through experiences gained by Community Based related activities, participation in special activities of interest, etc.;
- Notify my site supervisor and professor of the termination of my placement if I cannot fulfill my requirement because of circumstances beyond my control.
- Never report to any placement related activity under the influence of drugs or alcohol.
- **Additions may be added to the actual contract being signed.**

The Community Partner or designated supervisor of a placement site understands and agrees that they will be responsible to:

- Plan for and monitor the student's Community Based Learning placement;
- Orient the student to the overall operation of the organization and its role in addressing social issues and needs;
- Designate a qualified person to supervise the student's time, activities and learning and to evaluate the student's performance;
- Introduce the student to appropriate staff and orient them to their tasks and roles, and ensure all available learning opportunities relevant to the student's course material;
- Provide adequate initial training/direction to the student so that he or she can proceed with appropriate independence;
- Contact the designated University person (Brenda Papineau x5255/Julie Johnson x5095 or course instructor) should a problem arise with any student's performance;
- Assist the course instructor in assessing the student's Community Based Learning performance by completing an evaluation form supplied by the University.
- **Additions may be added to the actual contract being signed.**

St. Lawrence University agrees to support the Community Based Learning student and the Community Placement site. Specifically it will:

- Help to maintain consistent, open and clear communication;
- Provide immediate assistance in trouble shooting any problem;
- Make the students aware of their responsibilities as a Community Based learner in the community;
- **Additions may be added to the actual contract being signed.**

Transportation

Center Policy on Transportation

Transportation for activities/events sponsored by the CCE will be covered in full as long as funding is available.

Transportation for Community Based Learning (CBL) Placements assigned to academic course work located outside of the Village of Canton will be reviewed for possible mileage reimbursement. All mileage reimbursement is subject to the availability of funds. Once available funds are depleted, mileage reimbursement will not be offered.

All students with a service related placement outside of the Village of Canton should contact Julie Johnson (x5095 or cce@stlawu.edu) to discuss transportation options prior to beginning the

placement. Transportation for service related placements within the Village of Canton are up to the student to arrange and will not be subject to any mileage reimbursement.

Mileage Reimbursement Procedures (for using personal vehicles)

Reimbursement for mileage to and from Community Based Learning Placements is not guaranteed. Due to limited funding the following applies:

- ✓ Student must submit a Mileage Reimbursement Application by the end of the 2nd week of classes. This application is located online at <http://blogs.stlawu.edu/cce/transportation-options/>
- ✓ The application will be approved/denied within 5 business days and the student will receive an email giving further instructions.
- ✓ Please be advised, that if approved and pending funds, the maximum a student will be reimbursed for is \$400 per semester.

Once approved, the student must:

- 1) Complete the [Student Mileage Log\(s\)](#) based on the odometer readings for each trip before you leave and after you return from your placement.
 - 2) Submit the completed [Student Mileage Log\(s\)](#) via email to [Julie Johnson \(jjohnson@stlawu.edu\)](mailto:jjohnson@stlawu.edu) **by the FRIDAY BEFORE the LAST WEEK OF CLASSES each semester.**
 - 3) Make sure your CBL [Student Time Log\(s\)](#), signed by your agency supervisor(s), is received by the CBL office **by the FRIDAY BEFORE THE LAST WEEK OF CLASSES each semester.**
- All Forms can be downloaded from: <http://blogs.stlawu.edu/cce/community-based-learning-programs/>

Note: All students are required to complete a Student Time Log where each student tracks their CBL hours. Most agencies will have a Student Time Log Binder. This binder will be retrieved by the CBL office on the Friday before the last week of classes. If your agency does not have a Student Time Log Binder, you are responsible for completing this time log, retrieving your agency supervisor signature and returning it to the CBL office by the deadline listed above.

Please be advised:

- A reimbursement will not be processed without the CBL office receiving your [Student Mileage Log\(s\)](#), signed by your agency supervisor
- The starting point for mileage is always SLU, 23 Romoda Drive.
- Mileage associated with placements within the village of Canton will not be reimbursed
- Mileage funds are only available until the funds are depleted. Please submit your Mileage Reimbursement Application as soon as possible to guarantee the funds are available

Certification to Drive a University Vehicle

All students, faculty, and staff need to be certified to drive a University vehicle. In order to become certified an individual must complete an Application for Authorization to Use a St. Lawrence University Vehicle and have it signed for approval by either Julie Johnson or Brenda Papineau. The approved application is taken with the individual along with 2 copies of your driver's license to your scheduled Driver Certification Class. To sign up for a Driver Certification class offered through Security and Safety, please contact Security and Safety at x5555. Application Forms can be found on the Security and Safety website at:

http://www.stlawu.edu/security/documents/slu_vehicle_app.pdf

Center for Civic Engagement and Leadership Van Reservation

The Center for Civic Engagement and Leadership van can be reserved, if available, for student use for groups of 3 or more. It is up to the Community Mentor assigned to your project/placement to submit a Vehicle Request/Approval Form to Julie Johnson for use of the CCE van at least 2 weeks in advance of the date needed; however if possible; vehicle requests should be made prior to each semester. Please be advised that the priority is given to course related placements and will only be available if not being used for this purpose. Please contact your Community Mentor if interested in reserving the CCE van.

The “CCE Vehicle Request/Approval Form” form can be downloaded from:

<http://blogs.stlawu.edu/cce/transportation-options/>

Please be advised: Only students who are certified to drive a University vehicle will be allowed to use the CCE van. The driver must also arrange a time with Julie Johnson (x5095 or jjohnson@stlawu.edu) prior to the day reserved to pick up the key and associated mileage log paperwork for the van. The key and completed mileage paperwork must be returned the same day or by a pre-arranged day/time.

When using the CCE van, the certified driver will be required to complete a mileage log to assist with maintaining a maintenance schedule. The log is located inside the van. The certified driver will also be required to complete the starting and ending mileage on the mileage paperwork given along with the van key. If the mileage log inside the van and paperwork is not completed, the driver will be given a warning. If the mileage log inside the van and paperwork is not completed for a second time, the driver will not be allowed to use the CCE van for the remainder of the semester.

NOTE: The CCE Van and other University vehicles are only reserved for groups of 3 or more. If the CCE Van is no longer needed for a reserved date/time, it is the Certified Driver's responsibility to cancel the reservation at least 24 hours in advance by contacting Julie Johnson (x5095 or jjohnson@stlawu.edu). Reservations for individual student transportation will not be approved.

Van Use Policy:

1. Only SLU certified drivers may drive the CCE van.
2. Prior to using the CCE van, the driver should verify condition of vehicle. Date of trip and odometer reading should be noted on mileage log prior to departure. The mileage log is located on the gray clip board in the front compartment of the van. The starting mileage also needs to be noted on the mileage paperwork given with the van key.
3. After usage, the driver should return the Van to Parking Lot H with no less than half a tank of gas, should make sure the vehicle is clean, and should record final odometer reading, total trip mileage, reason for trip, and name on mileage log. The ending mileage also needs to be noted on the mileage paperwork given with the van key. The mileage paperwork and key must be returned on the same day of use or a pre-arranged day/time.
4. Any problems with the van experienced during travel should be documented and brought to the attention of Julie Johnson (x5095 or jjohnson@stlawu.edu) immediately upon return to campus.

NOTE: All University vehicle procedures that were learned through the driver certification training apply to the CCE van. Any fines assessed by facilities to the CCE office due to a driver's failure to follow any of these procedures will be passed onto that driver. To review such University procedures and fines, please visit:

<http://www.stlawu.edu/facilities/driverresp.htm>

University Fleet Vehicle Usage

If funds are available, a student may request to use a University vehicle maintained by Facilities Operations. The student will need to complete a Vehicle Request/Approval Form <http://www.stlawu.edu/facilities/vehicle.htm> and submit to Julie Johnson for approval at least 2 weeks in advance of the date needed. Since vehicles are reserved on a first come, first served basis, the sooner you submit your reservation, the greater the chance that the type of vehicle you need will be available. University vehicles are usually reserved during the summer for each academic year. It is wise to submit your requests before the end of the spring semester for the next academic year. The charge for using a University vehicle is \$0.412 per mile.

NOTE: the CCE Van and other University vehicles are only reserved for groups of 3 or more. Reservations for individual student transportation will not be approved. It is also the student's responsibility to cancel a reservation 24 hours prior to the reserved pick up time by calling x5602. Failure to pick up or return any reserved vehicle on time may result in additional charges.

All drivers must follow the vehicle usage guidelines identified by facilities operations. All guidelines are discussed in the certified driver training completed through Security.

Charges and Fines:

Please be advised the following charges and fines may apply. It is the student's responsibility to ensure that these do not occur.

- \$25 if the trip is cancelled and facilities operations (x5602) is not notified at least 24 hours prior to the scheduled departure time
- \$25 plus mileage if the vehicle is not returned on time
- \$10 plus mileage if the vehicle does not have a full tank of gas
- \$5 plus mileage if all debris has not been removed from the vehicle
- \$5 plus mileage if you fail to fill out the miles at start or miles at end information on the Vehicle Request/Approval Form

The Center for Civic Engagement: Staff and Programs

Community Based Learning Programs:

Brenda Papineau

Director, Community Based Learning Partnerships

166 Whitman Hall

Email: bpapineau@stlawu.edu

Phone: 315-229-5255

David Garner Center for Collegiate Volunteerism:

Stacey Sommerfield

Director, Volunteer Program

13 Richardson Hall

Email: ssommerfield@stlawu.edu

Phone: 315-229-5135

Linda Acker

Assistant, Volunteer Program

10 Richardson Hall

Email: mailto:lacker@stlawu.edu

Phone: 315-229-5379

Center for Civic Engagement:

Julie Johnson

Center Manager/Project Coordinator

Email: jjohnson@stlawu.edu

Phone: 315-229-5095

Campus – Community Partnerships

Akwesasne Semester: A partnership between SLU, SUNY Potsdam and the Akwesasne Boys and Girls Club that was piloted during the Fall 2006 semester. Ten students will participate in a unique and engaging semester. Students participating in this off-campus program will take *4.0/4.5 units* of course work. In conjunction with their course work, students will be placed at various tribal agencies as part

of their community based learning component. Students will spend a total of four hours per week doing some type of service work for their respective agency. In addition to the agency work they will be involved; students will also spend two hours daily mentoring the youth at the Akwesasne Boys and Girls Club.

Campus Kitchen Project: The Campus Kitchens Project is a national anti-hunger program that recycles food from the dining hall and turns them into nourishing meals in the community for those people who need it most. Students plan the menus, get the food, run the cooking shifts, organize the drivers, etc. For more information, contact the Volunteer Center at x5135.

Canton Culture Club: Through a partnership with the Canton Central school district, student from the elementary and middle schools are given the opportunity to be exposed to a wide variety of cultures. Through exploratory exercises, students learn the dynamics of particular cultures ranging from food, dress, song and dance, language and other customary traditions. This is an after school program and transportation is provided. Students and volunteers interested in participating in this programs, should contact the Center for Civic Engagement and Leadership at 5255(Brenda) or 5095(Julie).

Farming Opportunities: at the present time, our center has established opportunities for student volunteers to assist two local organic farming communities. Birdsfoot farm and Bittersweet farm offer students a variety of alternative farming methods. Those wishing to learn more about “intentional communities” should consider Birdsfoot Farm. Those wishing to work with livestock and participate in the processing of chickens should Bittersweet Farm. Students and volunteers interested in participating in this programs, should contact the Center for Civic Engagement and Leadership at 5255(Brenda) or 5095(Julie).

Free Will Dinner Program: on the 2nd, 3rd, and 4th Wednesday of each month, the Canton United Methodist Church hosts a free dinner for Canton and surrounding communities. Everyone is invited to attend. Donations are accepted. Volunteers are often needed to help with preparing for the dinners on Tuesdays and helping to serve the dinners on Wednesdays. Students and volunteers interested in participating in this programs, should contact the Center for Civic Engagement and Leadership at 5255(Brenda) or 5095(Julie).

Next Step Mentoring Program: The mission of the Next Step is to create educational and work opportunities for secondary education students in rural schools through mentoring and skill-building relationships with St. Lawrence University students. Next Step seeks to empower local students to identify their goals and acknowledge and achieve their potential.

Reading Buddies: Reading Buddies pair up St. Lawrence student volunteers in mentoring relationships with local elementary and middle school students who have been referred to the program by their school counselors and or teachers based on the level at which they are reading and a belief that they would benefit both academically and emotionally from forming a reading-focused relationship with a SLU student. The St. Lawrence students will become “buddies” to these children, working with them one-on-one once a week, providing the students with role models to look up to as well as a

consistency in their life that they may not have elsewhere. Our goal for this program is to instill good reading habits and the idea that reading can be fun and interesting.

Senior Buddies Program: this program is fairly new and is a partnership between the center and the Canton United Helpers Canton Nursing Home. Much like the SLU buddies program. Students and volunteers are given the opportunity to pair up with an elderly from the local nursing home. In this buddy program, student and volunteers can plan activities for their buddy on and off site. In planning such activities, always get the final approval from the Activities Director before finalizing details. Students and Volunteers can pick their best available times, keeping in mind, the schedule of their buddy and the agency visiting hours. Students and volunteers interested in participating in this programs, should contact the Center for Civic Engagement and Leadership at 5255(Brenda) or 5095(Julie).

SLU Buddies: is a school-based mentoring program with Canton Central School and St. Lawrence Central School whereby SLU mentors are matched with Canton or St. Lawrence Central elementary and middle school-aged children based on interests, needs and desires. Mentors help with homework, play in structured activities, talk about everyday happenings, listen to concerns, and serve as role models, friends... buddies! Buddies meet one day a week for a minimum of 1 hour at the schools, for a required 2-semester commitment. The day/time of meeting will be pre-arranged and parents/teachers will be notified. A SLU van is available to take volunteers to the school site during their after school hours. Volunteers who want a more flexible schedule will need to arrange for their own transportation. Students and volunteers interested in participating in this programs, should contact the Center for Civic Engagement and Leadership at 5135(Stacey Sommerfield) or 5095(Julie Johnson).

Other Opportunities for Civic Engagement and Leadership

The following website provides a detailed list of student driven organizations on campus. Each organization gives a brief description of their mission and lists a contact person. For your benefit, we encourage you to scroll through the list and take advantage of the many opportunities to become a civically engaged student on campus.

<http://www.stlawu.edu/activities/student.directory.htm>

For opportunities within the local communities, we will divide agencies/organizations into categories:

Education and Youth Programs:

- Banford Elementary School: Tutoring
- St. Mary's School

Elderly Programs:

- United Helpers Canton Nursing Home
- Partridge Knoll Community
- St. Thomas More Newman Center-Adopt A Neighbor Program

Families in Distress and Crisis Support Programs:

- CAVA
- REACHOUT Crisis Hotline
- Renewal House for Victims of Domestic Violence

Hunger and Poverty Programs:

- Free Will Dinner Program
- Church and Communities Program
- Meals on Wheels

Special Needs Programs:

- NYSARC-Community Arts Program and buddy system
- NYSARC Fitness Program
- Potsdam Swimming Program

Other Opportunities Include:

- American Red Cross
- Birdsfoot Organic Farm
- Bittersweet Organic Farm
- Canton-Potsdam Hospital
- St. Lawrence County Historical Association
- Traditional Arts in Upstate New York (TAUNY)
- Planned Parenthood of Northern New York