Service-Learning Web-based Application Instructions

All students participating in service-learning should use the web-based application system. The system is managed by the Center for Community Involvement so if you have any problems contact your campus office (see below).

1. Go to www.mdc.edu/cci and click on “SERVICE-LEARNING WEB-BASED STUDENT APPLICATION.”
2. Enter your “myMDC AccountID” and your “Password” (Note: A more detailed user guide is available by selecting “Help” next to where you entered your password).
3. Select “Start New Application.”
4. Select the class for which you are participating in service-learning, and complete any missing information about yourself (gender, cell, e-mail address).
5. Select “Proceed to Agency Selection.”
6. Select the agency where you will do service-learning.
   Note: You should select, “MDC Kendall Campus Peer Tutoring”
7. Once you have chosen your agency, select “Submit Application & Finish.”
8. Print the “Service-Learning Placement Confirmation Agreement.”
9. Submit the signed “Service-Learning Placement Confirmation Agreement” to your professor or your campus Center for Community Involvement (if instructed by your professor) no later than your professor’s deadline so your placement can be changed from “Pending” to “Approved.”
   Deadline: May 15, 2007
10. Go to Course Webpage (http://faculty.mdc.edu/jthompson), print, and complete “Student Service Learning Hour Report” / “Agency Evaluation of Student” by clicking on the link provided. With these forms, keep track of your hours, and have your partner complete the evaluation form at the end of your service. Both of these forms must be submitted by your professor’s deadline (generally three weeks before the end of the term). Deadline: June 7, 2007
11. Go to http://www.mdc.edu/cci/
   a. Click on the Service learning web based student application
   b. Log into the database by using your MDC ID and password
   c. You will see…. Approved Agreement Hours/Evaluation Survey
   d. Click on the “Survey” button
   e. Complete and submit Student Survey
   Deadline: June 7, 2007

*In order to ensure that you receive credit for your project, all paperwork must be submitted on time!!!*

Questions: Contact the Center for Community Involvement
305-237-0859 / Room 6219, Kendall Campus OR
Ossie Hanauer, Kendall/Homestead Campus Director, ohanauer@mdc.edu
www.mdc.edu/cci