

INTRODUCTION

Matching University of Hawaii's Institutional Learning Outcomes, one of HELP's Learning Outcomes is for students "to demonstrate personal development... (by) participation in activities with the larger community both on and off campus."

In order to accomplish this outcome, all HELP students are required to participate in service learning "activities", which provide students with the opportunity to work with the local community. Students will have the opportunity to learn more about American culture, practice speaking and listening to English in real-life situations, meet and work with people from all walks of life, and gain helpful work experience.

1. How Service Learning helps me learn and develop (grow):

Service learning will help you:

- discover the connection between your classroom studies and the real world.
- gain experiences and possible career skills that will enhance your resumé.
- develop critical thinking, problem-solving and writing skills.
- to communicate across cultures and generations.

2. Difference between Service Learning and Volunteering:

Volunteering is an activity where an individual or group provides a service for no financial gain. It is also renowned for skill development, and is often intended to promote goodness or to improve human quality of life.⁽¹⁾

Service Learning is an educational approach that balances classroom instruction and direction with the opportunity to serve in the community in order to provide a pragmatic, progressive learning experience. Service Learning must properly connect the traditional classroom experience with the real life lessons that come through service. Proper service learning approaches will provide a series of exercises to allow students to reflect on their service experiences in order to grow in character, in problem-solving skills, and in an understanding of civic responsibility. Many colleges and universities now embrace the concept of service learning as a legitimate and beneficial means to engage students in their learning experience.⁽²⁾

3. Service Learning Requirements:

All HELP students are required to perform six (6) or more hours, and to provide service at two (2) or more different agencies per term. If you do not fulfill these requirements, you will not receive any service learning credit for the term.

4. What "agencies" are available:

HELP provides a select group of agencies (or events) to choose from in every term. Some examples of HELP agencies: senior rehabilitation facilities, seasonal events such as beach clean-ups, bicycle races, etc. In addition to agencies that HELP provides, you may choose agencies listed on the UHM Service Learning website directory or on their monthly calendar, or with an agency you find on your own.

<http://manoa.hawaii.edu/undergrad/servicelearn/>

<http://manoa.hawaii.edu/undergrad/servicelearn/agency-directory-v/>

⁽¹⁾ (<https://en.wikipedia.org/wiki/volunteering>)

⁽²⁾ (<https://en.wikipedia.org/wiki/service-learning>)

SERVICE LEARNING PROGRAM

HOW TO GET STARTED

***IMPORTANT: Open/read your *hawaii.edu* e-mail every day.**

Service learning is required for ALL HELP students.

1. **CHOOSING AN AGENCY (or EVENT)**

- a. During the first week of every term, you will start signing up for service.
- b. Choose an agency (or event) that suits your interests and/or personal experience.
- c. You must choose two (2) or more different agencies per term.
You do not have to choose two all at once. During the term, some agencies may be added or cancelled.
- d. You must perform six (6) or more hours per term.
- e. Volunteer service will usually begin in the second week of the term and end in the second to the last week of the term.

2. **PROVIDING SERVICE**

- a. It is your responsibility to provide the best service when volunteering at all agencies.
Remember – whenever you volunteer, you represent HELP.
- b. The agency is relying on your help, so you must show them that you can work independently and have confidence in your skills and abilities.
- c. While both listening and speaking skills in English is needed, you may not always have the chance to use English. However, it is your responsibility to communicate in English at all times while volunteering, especially when working with other HELP students.
- d. Listening is also a very important part while providing service. If you are not able to understand instructions, ask to have the instructions repeated to you.
Remember – the people you help do not know your English abilities, so you must use English.

3. **REFLECTION**

“Reflection” means to explain and share your experience, as well as to help you understand the value of service learning and your service to the community.

Providing “reflection” of your service learning experience is required and will be given in the following ways:

- a. An in-class oral presentation and/or a written essay.
- b. A “Brown Bag Circle” oral presentation.
- c. An end-of-term survey (in the computer lab).

SERVICE LEARNING PROGRAM

RULES TO FOLLOW

As a representative of the Hawaii English Language Program (HELP), please follow these rules. Always be respectful to the agency (or event) at which you volunteer.

1. Must have and display your UH ID card at all times while volunteering at any agency or event. In addition, your photo will be sent to the agencies for security purposes.

***IMPORTANT:** The agency will not allow you to help if you do not have your ID card. NO exceptions.

2. Only YOU will be allowed to help an agency. NO spouses, relatives, friends, etc. will be allowed to join you. If you bring an unauthorized person without informing the Service Learning Coordinator, you will not be allowed to help the agency. Only names of HELP students will be given to the agencies. (Exceptions apply.)

3. Do not forget to take your log sheet with you. If you forget to take it, the agency will not allow you to volunteer for the day.

***Note:** The agencies are informed of this rule and will no longer provide a signature on a separate sheet paper of paper as proof of your help.

4. Appropriate clothing and footwear must be worn at all agencies/events.

***IMPORTANT:** The agency will not allow you to help if you do not follow this rule.

[Do not wear any tank tops, thinly-strapped tops, extremely short pants or other type of clothes that show too much of your body. Cover any visible tattoos.]

5. It is your responsibility to contact the supervisor (via text or phone call) if you are sick, late, or cannot attend your service learning assignment. Please inform the Service Learning Coordinator as well.

***IMPORTANT:** If you decide to cancel or change a day or time shift, you must do so at least four (4) days in advance and inform the Service Learning Coordinator of the change.

(Exceptions apply)

***Note:** Your name will be given to the agencies prior to your arrival, so they will be expecting you to be there on the assigned day and time.

6. Smart phones should be in silent mode. NO 'selfie' photos or using your phones while volunteering. Pay attention and be mindful of your duties.

***Exception:** If the agency allows you to use your phone for specific tasks, you may do so.

7. Let the supervisor/staff member know when you do not understand any instructions.

It is better to say "I don't understand" than to say nothing at all. People at the agencies do not know your English abilities and will expect you to understand everything they tell you.

SERVICE LEARNING PROGRAM

SIGN-UP SHEET INSTRUCTIONS

- Sign-up sheets are located in room MC14-2.
- Sign-up sheets will list the day(s), time shift(s), location and duties.
 [***Note:** The duties listed may not be the same as what you do at the agencies.]
- Read everything on the sign-up sheet carefully because each one is different.
- Write your name and level on the sign-up sheet.
 Be careful because some agencies are only for specific levels (e.g. 300-level or higher).
- Choose a day & time of your choice (or what is listed).
- Anytime you make a change on the sign-up sheet, inform the Service Learning Coordinator.
- Write down (or take a photo of) the agency you chose so you do not forget your "assignment". It is your responsibility to remember what you chose.
- You will be given maps/directions on how to get to the agency (via e-mail).

SAMPLE SIGN-UP SHEET

ALOHA HARVEST

3599 Waiialae Ave., rm #23

Tel: (808) 537-6945

Mele Pepa Latu (Admin Assistant & Office Manager)

www.alohaharvest.org



When: Mondays - Thursdays

Time: 2:00 pm - 5:00 pm

Location: 3599 Waiialae Ave. **Rm #23** (in Kaimuki)

[2nd floor of the First Hawaiian Bank building in Kaimuki]

Duties: Assist with putting labels on aluminum pans, cake boxes, or items such as cookbooks, and/or shred paperwork (depending on day).

REQUIRED: Application form

For 200-level or higher.
MAXIMUM: 2 students per day/time shift.

<i>EM</i>	<i>APP</i>	<i>level</i>	<i>First & Last Name</i>	<i>2:00 pm – 5:00 pm</i>
	√	300	<i>Hee Jin Chung</i>	<i>Aug. 4 (Th)</i>
	√	200	<i>Oswaldo Tanaka</i>	<i>Aug. 10 (W)</i>