

Service Learning (Work Study/Teaching Assistant-@ WFHS) Syllabus (SL200)

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Course Description: Service-learning offers learners a chance to do something significant for other people in their school community while enhancing their educational experience and personal growth. Learners may earn up to one credit toward graduation by serving as a volunteer in the school (.5 credit / semester) and completing all service-learning requirements outlined below.

- Work-Study(in-school): A service-learning experience during school hours is an opportunity to provide service in the school community. Learners work with an educator to provide service for 90 minutes according to their A/B block schedule during the semester.

ATTENDANCE: Service Learning is a credit-bearing course. The learner is responsible for attending the Service Learning course as their schedule states and under the [WFPS attendance policy](#).

ABSENCES: You are responsible for communicating your absence to your supervising educator both school related absences and personal absences. You do not need to report your absence to the IOR. *Remember that your supervising educator is relying upon your service to assist their professional work.*

It is suggested that you use their preferred method of communication to let them know you will be gone that day, review your "Service Learning / Work Study Kick-Off" document for information specific to you.

BEHAVIORAL EXPECTATIONS: Service learning is an opportunity for you to do something to help your WFHS community. You will follow the CCR (communication, collaboration, and respect) expectations and all other WFHS school policies. This includes cell phones! -see [WFHS Student Handbook here](#).

You may be dismissed from Service Learning if behavior or performance expectations are not met. Below is the dismissal process:

1. Educator communicates issue(s) to Career Advisor and Admin + other stakeholders as appropriate
2. Career Advisor schedules meeting with learner to address issue(s)
 - a. Other stakeholders invited as needed (educator, admin, counseling, family)
3. CA and learner develop a probation plan with action steps and termination dates; schedule check-in date
4. CA check-in with learner and educator by the determined date
5. Based on performance feedback probationary period will be extended or employment terminated

ASSESSMENT/GRADING: Grading looks a bit different for service-learning courses than your typical course at WFHS. *You will earn a final grade of "A" (Satisfactory) or "F" (Unsatisfactory).*

COURSE EXPECTATIONS-ASSIGNMENTS/TASKS:

Along with the educator evaluation your supervising teacher will complete, the following must be turned in by the dates specified to receive a satisfactory grade this semester. The purpose of the tasks below is to practice career readiness skills. These activities mimic what most employers use at their job sites to make sure their employees and the environment are a good fit.

Any changes to the expectations below will be communicated to you using Outlook email. As you have questions or concerns stop by Caldwell's office (113F –library)!

Beginning of Semester	1. Service-Learning Kick-off document -SCHOOLGY ○ Approx. Time to compete=10 min ○ Due: See Schoology
Middle of Semester	1. Mid-semester reflection –SCHOOLGY ○ Approx. Time to compete=30 min ○ Due: See Schoology
End of Semester	1. Final semester reflection –SCHOOLGY ○ Approx. Time to compete=30 min ○ Due: See Schoology

COURSE EXPECTATIONS-CLASSROOM/SERVICE-LEARNING DUTIES:

During the semester your supervising educator will have a variety of tasks they will expect you to complete. Below is a general list of tasks that you as a service learner can and cannot do. If you have concerns about tasks that your supervising educator is asking you to complete, please see Caldwell in the library.

Service Learners CAN:

- Prepare/Set up/take down labs, activities, projects, equipment
 - If member of club/organization your collab. Educator advises may work on tasks related club/org.
- Create / set up / take down classroom displays
- Research and find resources
- Help or tutor small groups
- Partner with other learners when odd number during an activity
- Organize general classroom spaces / equipment
 - Can help organize non-confidential stats or equipment if educator is coach/club leader
- File general classroom resources
- Pick up/drop off in school mail and copies/lamination when staff present in office/copy room

Service Learners CANNOT:

- Prepare/Set up/take down labs, activities, projects, equipment that put you in danger
 - Climbing, using equipment or materials not trained to use, leave building
- Create/set up/ take down displays that put you in danger
 - Climbing, using equipment or materials not trained to use, leave building
- Clean personal spaces
 - Fridges, microwaves
 - Educator desks / personal work spaces
- Create lessons or assessments (quizzes, tests, etc)
- See grades or personal information of other learners
- Grade/ Evaluate /assess other learners
- Use PowerTeacher or Outlook email belonging to your supervising educator
- Access main office or copy room when no staff present
- Leave the building