

HUDV 170

VOLUNTEER IN THE COMMUNITY

STUDENT GUIDEBOOK



Santa Fe Community College

“We cannot seek achievement for ourselves and forget about progress and prosperity for our community. Our ambitions must be broad enough to include the aspirations and needs of others, for their sakes and for our own”.

~ Cesar Chavez

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HUDV 170 Volunteer in the Community Student Guidebook

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About HUDV 170 Volunteer in the Community

The Volunteer in the Community course is an excellent way to gain college credit while helping the community and yourself. A student's choice of volunteer sites is virtually unlimited. Students who have taken this course have worked with such agencies as Literacy Volunteers of Santa Fe, Santa Fe Rape Crisis Center, Food Depot, Habitat for Humanity, Warehouse 21, public schools throughout the district, and with different departments at SFCC.

HUDV 170 is a variable-credit, pass/fail course. You may register for 1, 2, or 3 credits in a semester and take HUDV 170 for a total of six credits while at SFCC. Each credit hour requires 30 hours of service. Please consult with your counselor about transferring these credits and how/if the Pass/Fail meets any scholarship requirements. HUDV 170 is an open entry class. You may enroll for 1 credit up to four weeks before the final course deadline indicated in the current semester's course outline. For 2 or 3 credits you must register within two weeks after midterm grades are posted.

In addition to your volunteer hours, your coursework includes **an online midterm assignment, a classroom session, and a short reflection paper**. These assignments are designed as tools for you to reflect on the social, cultural, and personal benefits produced in performing this service in the community. You are also required to complete all the forms in this guidebook by the deadlines agreed upon in your HUDV 170 Student Contract (filled out with the instructor during the enrollment session). You will also need to use JACK to check the Course Homepage for announcements and assignments. If you need help with this, you can make an appointment with the tutoring center or distance learning. It is important to check your e-mail account regularly, the one you indicate on your Student Contract, as this is our main form of communication throughout the semester.

To view the list of approved volunteer sites go to the "Academics" link at the top of the SFCC website homepage (www.sfcc.edu), click and scroll down to "Community Resources," then click on the link, "Volunteer in the Community." You can contact any of the agencies listed for current volunteer opportunities.

HUDV 170 STUDENT CONTRACT

_____ ___ HUDV 170-91 (1 credit – CRN # 31455)
Student Name

_____ ___ HUDV 170-92 (2 credits – CRN # 31456)
A Number

_____ ___ HUDV 170-93(3 credits – CRN # 31457)
Address

_____ _____
City/State/Zip **E-mail address (best one to reach you)**

_____ _____
Telephone (best one to reach you) **Back up E-mail address OR telephone number**

- As an HUDV I70 student, I plan to volunteer at the following site

- I will begin the HUDV 170 course work on _____
- I will have completed the HUDV 170 course work by _____
 and receive credit for the _____ semester.
- I will volunteer 30 _____, 60 _____, or 90 _____ hours for this class and will register for **course section CRN #** _____.

I will complete the following course requirements by the dates indicated below

Student Contract: _____	Liability/Release Form: _____	Code of Conduct: _____
Project Proposal: _____	Site Contact Information: _____	Online Midterm: _____
Hour Log: _____	Final Reflection Paper: _____	Classroom Session: _____

You need to register and pay for this class. Filling out the paperwork is not registering. All of your hours and paperwork must be fulfilled during the semester for which you are registered. No incompletes are given. You must complete ALL of the above to receive credit.

Student Signature

Date

Instructor Signature

Date

Liability/Release Form

SFCC SERVICE-LEARNING RELEASE

ACKNOWLEDGMENT OF RISKS AND RELEASE OF CLAIMS

I, _____ (Student) am enrolled in the SFCC course _____ and have elected to do a service-learning project for this course (the "Course"). I understand that the Course requires that I provide volunteer services to an agency that is not affiliated with the Santa Fe Community College (the "Agency") and that the Santa Fe Community College (the "College") has no control over the requirements or circumstances of my volunteer assignment (the "Assignment"), apart from approving such Assignment and awarding me credit for its successful completion.

In consideration of being permitted to enroll in the Course, I acknowledge, appreciate, and agree that:

1. There are risks associated with my Assignment that may be significantly greater than those associated with a class held on the College campus; and
2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, and assume all responsibility for my Assignment, including any and all risks of travel to and from my Assignment; any and all risks of harm which may result from working with children, or medical patients or any other activity related to my Assignment; and
3. I will comply with all Agency rules, policies and procedures regarding my Assignment, including pre-requisites to my Assignment, such as background checks and medical clearances, as well as all confidentiality requirements and other requirements of my role as a volunteer. I recognize that the College is not responsible for whether the Agency accepts me as a volunteer or terminates my Assignment and I will have no claim against the College if the Agency takes such action for any reason, including an illegal or impermissible reason; and
4. I acknowledge that the Agency is responsible for determining whether I have successfully completed my Assignment and that the College shall accept the Agency's determination whether or not such determination is appropriate, fair or consistent with College policy. If the Agency determines that I have not successfully completed my Assignment, the College shall not award me College credit for the Course. I shall remain responsible for any tuition or other costs associated with my enrollment in the Course; and
5. I, for myself, and on behalf of my heirs, assigns, personal representatives, beneficiaries, devisees, family members and any person or entity having any rights of representation through them HEREBY RELEASE, DISCHARGE, WAIVE AND RELINQUISH ANY AND ALL CLAIMS, rights and actions that I might otherwise have against the College, its staff, officers, officials, agents and/or employees ("Releasees"), WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, to the fullest extent permitted by law; and
6. I have no medical condition that would prevent me from participating in the Assignment. I acknowledge that if I have now, or develop, any concerns regarding any medical condition that would be negatively affected by my Assignment, I will contact appropriate medical personnel to determine whether to proceed with my Assignment. I am solely responsible for any expenses I may incur to treat an illness or injury that is pre-existing, arises during, or results from my Assignment.
7. In the event that the College is held responsible for the payment of any sum arising out of or in connection with my Assignment, on my behalf, I hereby agree to indemnify the College for any and all sums relating to any claim, in law or in equity, inclusive of any judgment, settlement or any other such losses, including all legal costs, attorneys' fees and expenses.
8. I agree that should there be any dispute arising from or related to my participation in the Assignment that would require the adjudication of a court of law, venue will lie, and I consent to personal jurisdiction by the courts, in Santa Fe County, New Mexico, and the cause of action will be governed by New Mexico law

9. This Acknowledgement of Risks and Release of Claims for represents my complete understanding with the College concerning the College's responsibility and liability for my participation in the Course, and supersedes any previous or contemporaneous understandings I may have had with the College on this subject, whether written or oral.
10. The terms of this Agreement are severable such that if any term or provision is held by a court of competent jurisdiction to be invalid, illegal or unenforceable, the remainder of the provisions shall continue to be valid and enforceable.

In addition *I hereby release Santa Fe Community College, my volunteer site (s), and their respective employees and volunteers from any liability for any injury that may occur as a result of my volunteer service or related coursework. I further agree that any dispute with SFCC arising from any injury during my volunteer service or related activities shall be submitted to binding arbitration.*

I HAVE READ THIS ACKNOWLEDGEMENT OF RISKS AND RELEASE OF CLAIMS AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I MAY BE GIVING UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY.

(Student's Signature)

Print Name

Date

Code of Conduct

Statement of Student Academic Integrity

I will abide by the SFCC Code of Conduct as stated in the Student Handbook which prohibits:

- Academic dishonesty, including cheating, plagiarism, and forgery of academic records, such as falsification of hours.

HUDV 170 Student Academic Agreement

I understand that HUDV-170 includes **academic components in addition to my volunteer hours; an online midterm assignment, a classroom session, and a final paper.** I understand it is my responsibility to check my e-mail and the Course Homepage and to communicate with the instructor if I am having trouble completing these requirements. I also understand that the failure to complete all three of the academic components will necessitate that I withdraw from the class or receive a failing grade.

Student's Signature

Date

Print name

HUDV 170 Volunteer Project Proposal

Name:

Date due:

Date turned in:

Please answer the following in as much detail as possible. Use the back if necessary.

1. Are you seeking a degree at SFCC? If so, in what area?
2. What is your proposed volunteer project?
3. What community problem will you address by your service?
4. What do you think is the cause of this problem?
5. How do you think this problem might be solved?
6. How does your proposed project relate to your career goals, personal interests and / or concerns?

Return to:

Jessica Lawless

HUDV-170 Volunteer in the Community

SFCC Adjunct Faculty Office, Room 226

HUDV 170 Site contact information

Name:

Date due:

Date turned in:

Site name _____

Site address _____

Website URL (if applicable) _____

Department (if applicable) _____

Supervisor name and title _____

Supervisor e-mail address _____

Supervisor telephone number _____

Volunteer Project or Duties agreed upon:

Hours per week agreed upon:

Period of service agreed upon:

Return to:

Jessica Lawless

HUDV-170 Volunteer in the Community

SFCC Adjunct Faculty Office, Room 226

Reflection Paper Guidelines

Due _____ (hand in during the Classroom Session)

You are required to write a **two- page, double-spaced and typed** paper reflecting on your volunteer service to the community. As with other papers you do at SFCC, spelling and grammar count!

Please address the following questions in your paper. Be sure to include the name of your volunteer site as well as the service you performed.

1. How has your awareness of community problems or social concepts changed as a result of your experience?
2. What community problem did you address by your volunteer service?
3. What skills did you learn in doing your volunteer work?
4. What strengths did you find in yourself? (Don't be bashful!)
5. In what ways are you committed to making a difference in your community?
6. Now that you have completed your HUDV 170 course, what remains to be done to solve the problem? What will you do to solve it?

See the following pages for sample reflection papers

SAMPLE REFLECTION PAPER 1
Volunteer project: Food for Santa Fe (Food Bank)

I have learned that the community has more problems than I thought. The community of Santa Fe is a small one and it is sad to see hungry people. I'm more aware of the fact now than I was a few months ago. Many families will take whatever little bit helps to feed their mouths. Food is not very easy to get because some people can't afford it. The way my thoughts or feelings have changed from my experiences is dramatically. I'm shocked at how many people need food, but I'm even more shocked at how these people are able to keep good faith and have awesome attitudes. The experience has made me more aware of problems in our community. The service I have completed changed me to view the community of Santa Fe in a better way.

The problem I addressed was "food for the hungry". Santa Fe is going through tough times now, and its locals are struggling to keep food on the table. Food for Santa Fe allows each adult to get one bag of groceries for free. The bags usually consist of items such as: eggs, milk, bread, canned foods, and cereal. The problem is sad; and I don't like to think of a person being hungry. However, I must say I enjoy knowing that there are programs to help the hungry.

I learned skills such as supervising, packaging goods, stacking boxes, and working with other individuals. A few of the people that volunteered there regularly were handicapped. So I learned how to work with those special people and talk to them normally. They were very nice people and I would be glad to call them "my friends". I learned how to push myself in some cases to work harder. There were times I didn't feel good and did not want to go to volunteer, but I would tell myself to just get up and stop being lazy. Eventually, I got in the groove and was able to obtain a good sleeping pattern.

I found strengths in myself like my desire. My desire led me to helping as much as I can with the program I volunteered for. I found out that my desire really pushes me to help others, even when I'm not in a good mood. I found out that I'm not a lazy person and I can do great things when I

put my mind to them. Love is a strong strength I have. I do not love everyone the same way, but I love people and to help them. I know I'm a good person and by volunteering for Food for Santa Fe I was able to clarify that and make a good name for myself. I'm strong, trustworthy, helpful in many ways, and polite when it comes to my respectful manners.

I want to be a police officer as soon as possible. I'm going to be committed to working to serve and protect citizens. I will treat each individual equal and help those that I can in certain situations. I believe I can help in many different ways such as giving donations to charities, helping with the disabled, cleaning the streets of criminals etc. I believe if I just be myself and continue to help people the way I do now; then I will be fine as far as helping the community goes.

Now that I've completed my service I hope to continue volunteering for Food for Santa Fe as long as I can. Hunger is a problem that will never be solved. I cannot solve the problem of hungry people, but I can help to serve whoever I can that's hungry in my reach. I plan on staying with the service I've completed and give any suggestions or help that I can provide. I think if programs like such are expanded throughout the community; then maybe so many people wouldn't be as hungry. My opinion is that more programs like Food for Santa Fe are created in the areas where hunger is a main concern. Food is food and if someone is hungry I'm sure they'd eat whatever they can get their hands on. I say "continue to expand the food for the hungry programs, and it will inspire others to help as well.

SAMPLE REFLECTION PAPER 2
Volunteer project: Coming Home Connection (Home Health Care)

My awareness has changed in that I now realize how difficult it is for families who have a family member that needs almost 24 hour care, to provide care themselves is exhausting and can lead to caregiver role strain unless they receive some respite care. My experience has taught me that by volunteering some time to others we can provide relief for those family members who need it and at the same time provide care to those who can no longer care for themselves. The main problem I see in my community regarding hospice care is that a lot of people don't want to send their family members to an "old folks home", but at the same time it is very expensive to pay for home health care. I also think most people find it very difficult and time consuming to provide care themselves.

The community problem I addressed is the problem of people wanting to die in their homes and not in the hospital, but sometimes they might not have any family who are able to help take care of them through the dying process, or they can't afford to pay home health care takers and nurses to help them through the process. That is where the Coming Home Connection comes in, they provide trained volunteers to assist people with their activities of daily living (ADL's), like grocery shopping, assisting them to doctor's appointments, bathing, dressing, feeding, elimination needs, hygiene, and basic comfort needs. I am honored to have had the opportunity to assist in the care of so many people, and if it weren't for the wonderful employees of the Coming Home Connection a lot of people wouldn't get the care they need and deserve.

Skills I learned through my experience with care taking are: communication, proper hand washing technique (very important), safe transferring of a patient, body mechanics, and listening skills. The most important skills I think I learned are that of good communication and listening. People want to be heard and they want to know that someone is listening. Also, not everything is said explicitly, sometimes you have to read between the lines. I once had a conversation with a dying woman who could not talk, and

the only way we could communicate with each other was through gesturing and facial expression. The strength I have found in myself is my ability to continue enhancing my communication techniques. I believe communication is a key element in health care and is critical in understanding my client's needs.

I am committed to making a difference in my community by maintaining my involvement with the Coming Home Connection, continuing to provide home health care to those who can't afford it, and spreading the word to other classmates about volunteering. We need all the volunteers we can get, and every little bit helps even if it is only a few hours a month. A few hours here and there can provide great relief for a family and for a client.

Now that I have completed my HUDV 170 course I think that a big help would be if the government were more involved in providing funding for people who are not able to pay for home health care on their own. I will also do my part by volunteering my time doing my best to spread the word about the need for volunteers, and letting people know about organizations they can volunteer with to provide this much needed service. I also have a two-year-old daughter, and it is important to me to teach my child about the need to help her fellow man and women. Also to teach the importance of being a contributor to society, thus making this a better world for children to grow up in, and a better world for adults to grow old in.

VOLUNTEER RIGHTS AND RESPONSIBILITIES

RIGHTS

A volunteer has the right:

1. To be treated as a co-worker.
2. To be carefully interviewed and given an appropriate assignment.
3. To receive detailed information about the agency, including policies, programs, and activities.
4. To receive thoughtful and thorough orientation and training.
5. To receive sound guidance and direction.
6. To have a variety of field experiences.
7. To have the opportunity to pursue leadership roles.
8. To voice opinions and to have ideas respectfully heard.
9. To do meaningful and satisfying work.
10. To be regularly evaluated on the basis of job performance.

RESPONSIBILITIES

A volunteer's responsibilities are:

1. To be sincere in the offer of service and to believe in the value of the job assigned.
2. To carry out duties promptly and reliably; to serve with commitment and enthusiasm.
3. To be willing to learn, and to participate in orientation, training programs, meetings, and evaluations.
4. To understand the function of the regular staff, to maintain good working relations, and to stay within the bounds of volunteer responsibility.
5. To ask questions about any part of the job or the agency that is unclear.
6. To respect confidentiality.
7. To share thoughts and feelings with the staff, to make learning objectives clear.
8. To seek honest feedback.
9. To serve as a goodwill ambassador for the SFCC Service-Learning and Volunteer in the Community Program.
10. To accept the guidance and decisions of the volunteer supervisor.
11. To set limits to his or her responsibilities when necessary and appropriate.

SAMPLE RESUME WITH VOLUNTEER WORK LISTED

Cynthia Carrillo

**433 Saint Michael's Drive
Santa Fe, NM 87501**

983-2330

Career Goal: To be a teacher in the Santa Fe Public Schools.

EDUCATION

Santa Fe Community College, August 2001 - 2005. Graduated with an Associate's Degree in Early Childhood Education.

Santa Fe High School, Graduated May 2001.

SPECIAL SKILLS

Trained Literacy Tutor, Literacy Volunteers of Santa Fe. Attended a 20-hour workshop on how to teach English as a Second Language to Adults.

CPR-certified.

Bilingual in Spanish and English.

EXPERIENCE IN EDUCATION

Sunday School Teacher, St. Mary's Church, September 2003 – present.
Teach *Religious Education* to third and fourth graders.

Literacy Tutor, Literacy Volunteers of Santa Fe, January - August 2003.
Taught small group of 3 adults learning English as a Second Language.
Responsible for lesson planning, student progress assessment, and monthly progress reports.

Childcare Assistant, Bob's Daycare, September 2000 – December 2002.
Helped care for pre-school toddlers.

Daycamp Counselor, City Parks and Recreation Summer program, Ortiz Middle School, June-August 2000. Helped coordinate arts and crafts activities for children.

References available upon request.

