Community-Engaged Learning Information

Soc 3452: Education and Society

Professor Rob Warren

Fall 2018

**Community-Engaged Learning Liaison**

Monica McKay

Center for Community-Engaged Learning

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[**csl.umn.edu**](http://www.csl.umn.edu) **Website Support**

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| **Community-Engaged Learning Hour Requirement** |

You are required to work 2-3 hours per week with an approved community organization throughout the semester, for a total of at least 25 hours.

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| **How to Connect with a Community Organization – DUE MONDAY, SEPTEMBER 10th** |

1. Log on to [**csl.umn.edu**](http://csl.umn.edu) with your U of M internet ID and password
2. Click **“view position catalog”** on your home page to review your options for the course
3. Click the name of this course on your home page to access the referral request form. **Complete and submit the form by** **Monday, September 10th.**
4. Watch your U of M email account for a notification that your referral request has been accepted. You should hear back by Thursday, September 13th – if you haven’t, contact Monica.
5. Once you receive this email notification, you need to **call and/or email your approved organization** and tell the contact person: who you are and the class you are taking, your contact email & phone, and that you received notification of an approved Referral Request from the Center for Community-Engaged Learning (CCEL). Ask about the next steps needed to get started. You should contact the organization **by Monday, September 17th.**

\**Please note that acceptance of your referral request is not a guarantee that you will be placed at the organization; you will need to successfully complete all required application, background check, interview, and training processes the organization has*.

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| **Already volunteering with a community organization that you would like to use for your community-engaged learning? – DUE MONDAY, SEPTEMBER 10th** |

If you are already committed to an organization, you need to get approval from your instructor and your community-engaged learning liaison to count that experience as your community-engaged learning. Log on to [**csl.umn.edu**](http://csl.umn.edu) and access the referral request form. Look for **“CEL Alternative Organization”** in the drop-down menu for your first choice and select **“Requesting a Position Not Listed-MM”** as your position. In the space provided to describe your reason for this choice, please list **all** of the following information:

* Name of organization
* Name and email address of your supervisor
* Title of your position and a brief description of your work
* Date you started working with this organization

*Note: You will receive an email response from your community-engaged learning liaison letting you know if your organization is approved. If your organization is not currently partnered with the Center for Community-Engaged Learning, your liaison will need to verify their eligibility before approving your request.*

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| **What if I have community-engaged learning in multiple courses this semester?** |

Most students in this situation want to know, “can I use the same placement for both courses?” The answer is often yes, as long as the work you’ll be doing at your community site has a clear connection to the course content for both classes. If you are in this situation, **email both of your instructors and your community engagement liaison(s)** with the following information:

1. Your name
2. The names of the two courses with a community-engaged learning component
3. The organization you would like to work with and a brief explanation of why you believe your experience will connect to both courses.

Once we receive your email we can begin the process of making sure the organization is approved for both classes. If it is approved, *you will be expected to complete a total of at least 30 hours with the organization,* unless one of your courses requires more than 30 hours, in which case you need to complete the full number of hours required for that course.

You will also need to create original academic work – unique reflections and other assignments – for both classes.

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| **Can International Students participate in community-engaged learning?** |

Yes! Community organizations are very excited to work with all U of M students and the experience can be a great opportunity for you to learn more about the Twin Cities, practice English, and build relationships. CCEL staff are happy to meet one-on-one with you if you have questions about community-engaged learning and you can visit the [Volunteering for International Students](https://ay16.moodle.umn.edu/course/view.php?id=2451) Moodle site. Here you will find informational videos from CCEL and community partners as well as helpful step-by-step guides to beginning your experience.

**Do I need to apply for CPT (Curricular Practical Training) if I do community-engaged learning?**

The Department of Homeland Security established new rules regarding "unlawful presence" starting August 9th, 2018 for individuals on F, J or M status visas. ISSS is strongly encouraging students doing community-engaged learning courses **in their major** to meet with an ISSS advisor to apply for CPT in order to prevent an inadvertent or technical violation of status. To learn more about CPT visit [isss.umn.edu/fstudent/cpt.html](http://www.isss.umn.edu/fstudent/cpt.html).

**International Students Should Decline Gifts from Organizations**

Some organizations will offer unpaid volunteers and interns things that could be considered compensation such as bus passes, parking passes, or meals. ISSS advises international students without CPT to decline these and to request a written statement from the organization that you declined the gifts they offer.

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| **How to Log Your Community-Engaged Learning Hours** |

You are required to maintain a weekly log of the hours spent at the organization at [csl.umn.edu](http://www.csl.umn.edu). Your community supervisor will have access to your timesheets to approve your hours, and your instructor will also access this site to view your approved hours.

1. Log on to [csl.umn.edu](http://www.csl.umn.edu) with your x.500 ID and password
2. Click **“manage hours”** on the left-hand side
3. Select **“Add, View, and Submit Hours”**
4. On the calendar, click on the date you want to log hours
5. Click “add hours for (day, date)” for the date you're logging
6. Enter the time in, time out (be sure to indicate AM or PM) and a brief description of what you did
7. IF YOU MIGHT BE ENTERING ADDITIONAL HOURS FOR THAT WEEK, click “save, but do not submit this timesheet,” then click the “Save Timesheet” button at the bottom. You will be able to pull up this timesheet later to add more hours.
8. **WHEN YOU ARE DONE ENTERING HOURS FOR THAT WEEK,** select **“save and submit this timesheet to the organization.”** **You also need to** **check the box to certify** that you worked the hours as entered, and then click the **“Save Timesheet”** button.
9. Once you submit your hours for a week, an email is sent to your supervisor at the organization to approve those hours. You will not be able to make any changes to submitted timesheets, so if you realize later that you made a mistake, email Bruce at [csl@umn.edu](mailto:csl@umn.edu) with the correct information so he can fix it for you.

*NOTE: Not all organizations approve timesheets on a weekly basis, so don’t worry if your hours are pending. We will make sure your all of your hours are approved by the end of the semester.*

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| **Pre-Service Training Information – EXTRA CREDIT OPPORTUNITY** |

For this course, **you can receive extra credit points** if you attend one of the following pre-service training workshops facilitated by the Center for Community-Engaged Learning. You can select a workshop that matches your schedule and level of experience. Register at [**servicelearning.umn.edu/trainings**](http://www.servicelearning.umn.edu/trainings)**/slstudents.html***.*

*You can start working with your community organization before attending this workshop. You must also complete any trainings or orientations required by your community organization.*

Community Involvement in Practice is geared toward students with little or no prior experience volunteering or working in the community. It emphasizes the practical skills needed to be successful in any community involvement experience, with a focus on helping you develop your skills of observation and reflection. The locations for these workshops have not been determined yet, but they will all be in East or West Bank classrooms.

Friday, September 21, 3:00-5:00 p.m.

Monday, September 24, 3:00-5:00 p.m.

Tuesday, September 25, 4:00-6:00 p.m.

Wednesday, September 26, 3:00-5:00 p.m.

Friday, September 28, 12:00-2:00 p.m.

Friday, September 28, 3:00-5:00 p.m.

Monday, October 1, 3:00-5:00 p.m.

Wednesday, October 3, 3:00-5:00 p.m.

Thursday, October 4, 4:00-6:00 p.m.

Friday, October 5, 1:00-3:00 p.m.

Critical Perspectives on Community Involvement is geared toward students with significant past experience with community work and/or community-engaged learning. Participants will learn to problematize “service” and think critically about their own service experiences, both past and present, to develop a better understanding of deep and authentic community involvement. The locations for these workshops have not been determined yet, but they will all be in East or West Bank classrooms.

Thursday, September 27, 3:00-5:00 p.m.

Friday, September 28, 4:00-6:00 p.m.

Tuesday, October 2, 4:00-6:00 p.m.

Friday, October 5, 1:00-3:00 p.m.

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| **Community-Engaged Learning End of Semester Survey** |

At the end of the semester, you will be required to complete a survey about your community-engaged learning experience, which you will access through the web site at [csl.umn.edu](http://csl.umn.edu).

**Community-Engaged Learning Opportunities**

***Public Schools***

**Capitol Hill Gifted and Talented Magnet** ([www.spps.org/capitolhill](http://www.spps.org/capitolhill)), 560 Concordia Ave., Saint Paul, 55103

Kirsten Sitzmann, 7th & 8th Grade Science Teacher, 651.744.6415, [kirsten.sitzmann@spps.org](mailto:kirsten.sitzmann@spps.org)

**Columbia Heights AVID,** 900 49th Ave. NE, Columbia Heights, 55421 (Columbia Academy) OR

1400 49th Ave. NE, Columbia Heights, 55421 (Columbia Heights High School)

Jen Babiash, Professional Development Coordinator/AVID Lead, 763.528.4534, [babiashj@colheights.k12.mn.us](mailto:babiashj@colheights.k12.mn.us)

**Murray Middle School** ([www.spps.org/murray](http://www.spps.org/murray)), 2200 Buford Ave., Saint Paul, 55108

Cindy Thrasher, Tutor Coordinator, 651.298.8740, ext. 45232, [cindy.thrasher@spps.org](mailto:cindy.thrasher@spps.org)

**Pratt Community School** ([pratt.mpls.k12.mn.us](http://www.pratt.mpls.k12.mn.us)), 66 Malcolm Ave. SE, Minneapolis, 55414

Kate Needleman, Volunteer Coordinator; 612.668.1122, [olivia.needleman@mpls.k12.mn.us](mailto:olivia.needleman@mpls.k12.mn.us)

**Transition Plus High School** ([transplus.mpls.k12.mn.us](http://www.transplus.mpls.k12.mn.us)), 3320 Elliot Ave., Minneapolis, 55407

Janet Hagen, ESL Teacher, 612.668.4100, [janet.hagen@mpls.k12.mn.us](mailto:janet.hagen@mpls.k12.mn.us)

**Wellstone International High School** ([wellstone.mpls.k12.mn.us](http://www.wellstone.mpls.k12.mn.us)), 3329 Elliot Ave. S., Minneapolis, 55407

Gloria Cazanacli, After-School Activity Coordinator, 612.668.5236, [gloria.cazanacli@mpls.k12.mn.us](mailto:gloria.cazanacli@mpls.k12.mn.us)

***Charter Schools***

**Avalon School** ([www.avalonschool.org](http://www.avalonschool.org)), 700 Glendale St., St. Paul, 55114

Gretchen Sage-Martinson, Advisor, 651.649.5495, ext. 204, [gretchen@avalonschool.org](mailto:gretchen@avalonschool.org)

**Banaadir Academy** ([www.mtsbanaadir.org](http://www.mtsbanaadir.org)), 1130 7th St. N., Minneapolis, 55411

Volunteer Coordinator, 612.326.7200, [volunteerbanaadir@emailmtcs.org](mailto:volunteerbanaadir@emailmtcs.org)

**Hiawatha Academies** ([www.hiawathaacademies.org](http://www.hiawathaacademies.org)), 1611 E. 46th St., Minneapolis, 55407 OR

3800 Pleasant Ave. S., Minneapolis 55409

Shannon Gavin, Family Engagement Manager, 612.578.5198, [sgavin@hiawathaacademies.org](mailto:sgavin@hiawathaacademies.org)

**HOPE Community Academy** ([www.hope-school.org](http://www.hope-school.org)), 720 Payne Ave., St. Paul, 55130

Juavah Lee, Program Development Coordinator, 651.285.1564, [juavahlee@hope-school.org](mailto:juavahlee@hope-school.org)

**Lincoln International High School** ([www.lincolnihs.org](http://www.lincolnihs.org)), 2520 Minnehaha Ave., Minneapolis, 55404

Loren Woodman, Guidance Counselor, 612.872.8690, [lorenw@lincolnihs.org](mailto:lorenw@lincolnihs.org)

**Sejong Academy** ([www.sejongacademy.org](http://www.sejongacademy.org)), 1330 Blair Ave. N., Saint Paul, 55104

Brad Tipka, Executive Director, 651.330.6944, [btipka@sejongacademy.org](mailto:btipka@sejongacademy.org)

**Southside Family Charter School** ([www.southsidefamilyschool.org](http://www.southsidefamilyschool.org)), 4500 Clinton Ave. S., Minneapolis, 55404

Kyah Hayek, Office Manager, 612.767.7456, [kyah@southsidefamilyschool.org](mailto:kyah@southsidefamilyschool.org)

***Alternative Schools***

**Plymouth Youth Center (PYC) Arts and Technology High School**

([pcyc-mpls.org/welcome-to-pyc-arts-tech-high-school](http://pcyc-mpls.org/welcome-to-pyc-arts-tech-high-school)), 2210 Oliver Ave. N., Minneapolis, 55411

Scott Ottmar, Tutor Coordinator, 612.643.2000, ext. 2020, [sottmar70@gmail.com](mailto:sottmar70@gmail.com)

***Private Schools***

**Risen Christ Catholic School** ([risenchristschool.org](http://risenchristschool.org)), 1120 E. 37th St., Minneapolis, 55407

Maggie McCarrick, Director of Volunteers, [mmccarrick@risenchristschool.org](mailto:mmccarrick@risenchristschool.org)

***Enrichment Programs/Social Service Organizations***

**Community Building Tutors** ([cbtutors.org](http://cbtutors.org)), 690 Jackson St., Saint Paul, 55130

Matt Smriga, Executive Director, [msmriga@cbtutors.org](mailto:msmriga@cbtutors.org)

**East Side Neighborhood Services** ([www.esns.org](http://www.esns.org))

Luxton Community Center (elementary), 112 Williams Ave. SE, Minneapolis, 55414

Jean Emmons, Southeast Youth Program Manager, 612.331.8678, [jemmons@esns.org](mailto:jemmons@esns.org)

Pratt Community School (elementary), 66 Malcolm Ave. SE, Minneapolis, 55414

Ricky Morisseau, Pratt Community School Youth Program Manager, [rmorisseau@esns.org](mailto:rmorisseau@esns.org)

Venture Academy (middle school), 315 27th Ave. SE, Minneapolis, 55414

Jordyn Whitman, After-School Program Manager, Venture Academy, [jwhitman@esns.org](mailto:mhartman@esns.org)

**Ginew/Golden Eagle Program** ([www.maicnet.org/project/ginewgolden-eagle](http://www.maicnet.org/project/ginewgolden-eagle)), 1530 E. Franklin Ave., Minneapolis, 55404

Yeeleng Vue, Youth Activities & Tobacco Free Coordinator, 612.879.1772, [yvue@maicnet.org](mailto:yvue@maicnet.org)

**Hope Community** ([www.hope-community.org](http://www.hope-community.org)), 611 E. Franklin Ave., Minneapolis, 55404

D Hop, Youth Programs Manager, 612.435.1673, [dhop@hope-community.org](mailto:dhop@hope-community.org)

**Mid-Continent Oceanographic Institute** ([www.moi-msp.org](http://www.moi-msp.org)), 2388 University Ave. W., Saint Paul, 55117

Ellen Fee, Creative Writing Programs Coordinator, 612.259.8562, [ellen@moi-msp.org](mailto:ellen@moi-msp.org)

**People Serving People, Inc.** ([www.peopleservingpeople.org](http://www.peopleservingpeople.org)), 614 S. 3rd St., Minneapolis, 55415

Tom Golembeck, Volunteer and Development Associate, 612.277.0216, [tgolembeck@peopleservingpeople.org](mailto:tgolembeck@peopleservingpeople.org)

**Reading Partners Twin Cities** ([readingpartners.org](http://www.readingpartners.org)), various Minneapolis and Saint Paul school locations

Kelly Rynda, Community Engagement Manager, 651.362.0430, [kelly.rynda@readingpartners.org](mailto:kelly.rynda@readingpartners.org)

**The JK Movement** ([www.thejkm.org](http://www.thejkm.org)), programming at various Saint Paul public middle schools

Johnny Allen, Jr., Executive Director, 651.558.7815, [thejkmovement@gmail.com](mailto:thejkmovement@gmail.com)

**YWCA of Minneapolis – Girls, Inc. Program,** programming at various Twin Cities elementary and middle schools ([www.ywcampls.org/child\_care\_\_youth\_programs/afterschool\_girls\_\_youth\_programs](http://www.ywcampls.org/child_care__youth_programs/afterschool_girls__youth_programs))

Jazmyn Becker, Girls Inc. Program Coordinator, 612.215.4372, [jbecker@ywcampls.org](mailto:jbecker@ywcampls.org)

***Adult Education***

**AccessAbility** ([www.accessability.org](http://www.accessability.org)), 2205 E. Hennepin Ave., Minneapolis, 55413

Jacki Gale, Program Manager, Project Connect and CEP, 612.852.1862, [jgale@accessability.org](mailto:jgale@accessability.org)

**Franklin Learning Center** ([hclib.org/about/locations/franklin-learning-center](http://www.hclib.org/about/locations/franklin-learning-center)), 1314 E. Franklin Ave., Minneapolis, 55404

Nancy Thornbury, Literacy Coordinator, 612.543.6934, [flc@hclib.org](mailto:flc@hclib.org)

**Hennepin County Library** ([www.hclib.org](http://www.hclib.org)), Minneapolis Central Library, 300 Nicollet Mall, Minneapolis, 55401; Sumner Library, 611 Van White Memorial Blvd., Minneapolis, 55411; and other library locations

Barb McKenzie, Volunteer and Internship Coordinator, 612.543.8579, [bamckenzie@hclib.org](mailto:bamckenzie@hclib.org)

**Hubbs Center for Lifelong Learning** ([www.spps.org/hubbs](http://www.spps.org/hubbs)), 1030 University Ave. W., Saint Paul, 55102

Ruth Rodriguez, Volunteer Coordinator, 651.744.7611, [ruth.rodriguez@spps.org](mailto:ruth.rodriguez@spps.org)

**International Education Center** ([www.iecminnesota.org](http://www.iecminnesota.org)), 1128 Harmon Pl., Minneapolis, 55403

Deb Skumautz, 612.871.6350, ext. 312, [dskumautz@iecminnesota.org](mailto:dskumautz@iecminnesota.org)

**Minneapolis Adult Education** ([abe.mpls.k12.mn.us/volunteer](http://abe.mpls.k12.mn.us/volunteer)), 2225 E. Lake St., Minneapolis, 55407

Ellen Lipschultz, Volunteer Coordinator, [ellen.lipschultz@mpls.k12.mn.us](mailto:ellen.lipschultz@mpls.k12.mn.us)

**Open Door Learning Center – Arlington Hills** ([mnliteracy.org/learning-centers/open-door-arlington-hills](http://www.mnliteracy.org/learning-centers/open-door-arlington-hills)), 1115 Greenbrier St., Saint Paul, 55106

Sarah Corrigan, Coordinator, 651.793.4423, [scorrigan@mnliteracy.org](mailto:scorrigan@mnliteracy.org)

**St. Paul Public Library** ([www.sppl.org](http://www.sppl.org)), various Saint Paul locations

Wendy Neurer, Volunteer Coordinator, 651.266.7400, [wendy.neurer@ci.stpaul.mn.us](mailto:wendy.neurer@ci.stpaul.mn.us)

***Early Childhood Education***

**Community Action Partnership of Ramsey and Washington Counties** ([www.caprw.org](http://www.caprw.org))

450 N. Syndicate St., Suite 35, St. Paul, 55104 and other Ramsey County locations

Jeanne Rasmussen, HR-Volunteer Specialist, 651.603.5979, [volunteers@caprw.org](mailto:volunteers@caprw.org)

**Fraser School** (www.fraser.org/services/fraser-school), 2400 W. 64th St., Richfield,

Carol Barthelemy, Volunteer On-boarding Coordinator, 612.798.8358, [carol.barthelemy@fraser.org](mailto:carol.barthelemy@fraser.org)

**Joyce Preschool** ([joycepreschool.org](http://www.joycepreschool.org)), 3400 Park Ave., Minneapolis, 55407

Carol Will, Literacy Coach & Volunteer Coordinator, 612.823.2447, [carol@joycepreschool.org](mailto:carol@joycepreschool.org)

**BEFORE CHOOSING AN ORGANIZATION, IF YOU PLAN TO USE PUBLIC TRANSPORTATION TO GET TO YOUR COMMUNITY-ENGAGED LEARNING SITE, BE SURE TO PLAN OUT YOUR ROUTE BY GOING TO** [**WWW.METROTRANSIT.ORG**](http://WWW.METROTRANSIT.ORG)**.** Be sure to plan a route from your starting point (campus or home) to the organization *at the approximate time you are hoping to volunteer,* since different bus routes run at different times of day.