Agency Placement Information for Service-Learning Students

- Each student is responsible for contacting the desired agency in which the student would like to volunteer and organize their own schedule with the recommendations of the agency they wish to volunteer with.

- When a student makes contact with an agency contact person the student must immediately identify themself as a COC Service-Learning student. It is suggested that each student writes down questions they may have for the agency before they contact the agency to be sure they are obtaining the information they feel is important to make a decision regarding their placement with the agency.

  - Hours of operation, weekend opportunities
  - Volunteer positions
  - Application process if any
  - Background checks or fingerprinting

- If a student is using e-mail to correspond with an agency, be certain to write “COC Service-Learning student in the subject line with the student’s name.

- The student must communicate with the agency contact any expectation they may have about their volunteer work before starting their service-learning project.

- Share the name of the service-learning course and the course objectives with the agency.

- If a student is having difficulty contacting an agency they should contact the Service-Learning office immediately for assistance.

- Ask questions about the following:
  - Location
  - Safety
  - Parking
  - Bus Routes
  - Required orientation or training session
  - Dress code
  - Additional requirements (i.e. fingerprinting, walking shoes, ID)
  - Expectations

- Remember, you must adhere to agency policies and procedures. You are expected to conduct yourself in a professional manner with respect for others at all times during your service-learning experience. Students participating in service-learning at College of the Canyons assume an obligation to abide by all College regulations as outlined in the Student Conduct Code.

- Never transport people, be left alone with minors, or perform service-learning in a private residence.