

## APPLES SERVICE-LEARNING PROGRAM

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THE UNIVERSITY  
*of* NORTH CAROLINA  
at CHAPEL HILL



## COMMUNITY PARTNER GUIDE

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SERVICE-LEARNING RESOURCE



Assisting People in Planning Learning Experiences in Service

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## APPLES Service-Learning Program

### OVERVIEW

APPLES was founded in 1990 by a group of undergraduate students who believed that learning should extend beyond the classroom.

APPLES is a student-led program that focuses on engaging students, faculty, and community organizations in service-learning partnerships. Our mission is to foster socially aware and civically involved students through participation in an enriched curriculum and hands-on experiences that address the needs of North Carolina communities. Community partners can become involved with the APPLES program through service-learning courses and service-learning internships. Both programs offer the opportunity for academic coursework to be combined with community service. Below is a table outlining the programs and their differences.



#### Service-Learning Volunteers

- Unpaid
- Available Fall/Spring
- Volunteer 3-5hours/week

#### Service-Learning Interns

- Paid
- Available Spring, Summer
- Work 15-40 hours/week

### SERVICE-LEARNING COURSES

Service-learning courses combine academic coursework with community service through an integrated service-learning experience for students. Community placements offer students the opportunity to experience the abstract concepts they are learning in the classroom in a real-world setting. Currently, more than 75 service-learning courses from over 20 disciplines are offered every year. The service experience is directly linked to the content of the course. As a part of the course, the student commits to volunteering 3-5 hours a week for 10 weeks with a specific community partner.

## TIPS FOR SUCCESS

### SERVICE-LEARNING IS DIFFERENT FROM VOLUNTEERING

Service-learning students are different than volunteers, as the service they are doing must relate directly to coursework and enhance their learning of the subject. APPLES courses have integrated service into the curriculum and partner with organizations who offer opportunities that both meet a need in the community and enhance the learning in the classroom.

### ORIENT, TRAIN, SUPERVISE AND EVALUATE

Students require orientation and training to the organization, staff and clients before beginning service. Familiarize students with the mission and community issues relating to your organization. Spending more time on this at the beginning of the semester will enable a more successful service-learning experience.

### COMMUNICATE

Communicating regularly with your APPLES students is key to a successful service-learning partnership. In addition, communicate directly with the professor or the APPLES program when any questions, comments or issues arise.



### DESIGNING A SERVICE-LEARNING POSITION

A successful service-learning position should reflect the needs of the organization and of the course.

- Students complete the service in 3-5 hours a week for 10 weeks
- Provide adequate time for supervision
- Relates to specific course material
- Involve a minimal amount of clerical and support duties
- Contribute to the organization.



### FREQUENTLY ASKED QUESTIONS

*Can I communicate directly with the professor?*

The APPLES program encourages direct communication with the professor. At the beginning of each semester, you will receive the contact information for each course you will be assigned.

*What if a student does not fulfill his or her obligations?*

Ask a student to explain what happened. If several incidents occur, contact the professor or the APPLES office. Most often communicating can avoid and resolves these types of issues.

*What if a student is not catching on to the position?*

Offering more supervision and guidance or possibly modifying the project can help. Projects should be flexible enough to be altered slightly to meet changing student and community needs.

*What should I do if conditions at the organization change and the position needs to be changed significantly or eliminated?*

First, explain the situation to the student and discuss the possible modifications to the position. It is preferable to modify the agreed upon project rather than offer a completely new position. If the position needs to be changed, please contact the professor and the APPLES office.

*While the benefits of having these students are great, they are most effective when they are integrated into the organization. This doesn't happen by giving a student a pile of copying to do. It happens by the supervisor making a real effort to help the student understand the whole organization, and creating doable projects that really contribute something.*

**Amy Brannock, Arts Carolina**

### Community Partner Expectations

- Participate in a partnership with faculty and students.
- Attend the Core Connections Breakfast.
- Complete a Service-Learning Agreement with each student.
- Provide ongoing feedback and supervision.
- Complete an end-of-the-semester evaluation for each student.

### APPLES Support for Community Partners

- Commitment to student learning by serving community needs.
- Identify connections between service experiences and courses.
- Develop sustainable campus-community partnerships.
- Provide enriching workshops and seminars.
- Assist with troubleshooting.



### ***Process for Requesting Service-Learning Course Volunteers***

Volunteer requests are made in July for the fall semester and in November for the spring semester. Requests are made online through our community partner database. Community partners receive an email prompt with instructions on how to submit a request.

Community partners are contacted before the start of the semester to attend the APPLES Core Connections Breakfast. During the breakfast, community partners receive information on the APPLES course(s) their request is connected to for the semester. This is an opportunity for APPLES faculty and community partners to prepare for the upcoming semester.

*Not only do the service-learning programs really benefit community organizations, but the dynamic young people APPLES sends our way has certainly enriched my life.*

**Judi Cooper, The ArtsCenter**

During the first few weeks of class, students learn about various service-learning opportunities connected to their course. Students will contact community partners throughout the month of September during the fall semester or throughout January for the spring semester to establish themselves as volunteers with the organization. However, APPLES is unable to guarantee that every community partner will receive an APPLES service-learning volunteer.

APPLES staff conducts site visits with 1/3 of our community partners each semester and contacts the others by phone. This usually occurs at the mid-point of the semester and is useful to improve the service-learning partnership between the student and supervisor.

Community partners can contact either APPLES or the faculty teaching the service-learning course at any time during the semester. Both are resources available to community partners and can assist with addressing or troubleshoot specific issues.

### **SERVICE-LEARNING INTERNSHIPS**



Community partners with growing needs or specialized projects opt to participate in the service-learning internship program. Students apply to participate in the internship program and are matched with agencies that meet both their interests and learning goals. Community partners and APPLES Service-Learning Program mutually select an intern that best matches the needs of the agency and the interests of the intern. Spring interns agree to work 12-15 hours a week for 10 weeks during the semester (and are compensated with a \$1200 salary) and summer interns agree to work 40 hours a week for 8-10 weeks (and are compensated with a \$2500 salary). APPLES subsidizes half of the cost of spring and summer interns, who are paid on the agency's biweekly or monthly payroll.

#### ***Community Partner Expectations***

- Provide orientation to the agency's mission and goals.
- Complete an Agency-Student agreement with the intern.
- Provide training, supervision, feedback, and resources for the intern.

#### ***APPLES Support for Community Partners***

- Assist with the intern selection.
- Develop sustainable campus-community partnerships.
- Provide enriching workshops and seminars.
- Assist with troubleshooting.

#### ***Process for Requesting Service-Learning Interns***

Applications for *spring internship* sites are posted on the APPLES website in late August and in October for *summer internships*. For *spring internships* the deadline is mid September and in October for *summer internships*.