



College of Southern Nevada Education Department's  
**Service Learning Assignment** (10 Hours)  
EDU 280 - Valuing Cultural Diversity

**Imagine** the difference in the Las Vegas community, when you become a part of it!

**Teachers make our community better...  
outside the classroom too.**

Whether seeking employment with a local education agency, applying for an education scholarship, or writing a proposal for grant funding, it is important that an applicant show a genuine commitment to their community.

The Service Learning component of your CSN EDU 280 class gives you the opportunity to build upon your existing community service commitment, or set the foundation for many years of community involvement and service to others. As a matter of fact, statistics show that most teachers began thinking about education as a career after volunteering in some capacity with local schools, religious groups, or community organizations.

Your Service Learning is not the same as your 10 hour CSN Field Observation requirement within your EDU 201, 202, or 203 course.

**How it works...** On the next page, you will read about approved ways to satisfy the Service Learning component of your EDU 280 class. These suggestions can be used alone, or in combination, to arrive at the minimum **10 hour Service Learning** requirement. This assignment is worth 10% of the total grade of our EDU 280 course

Use the **Service Learning Pre-approval** form (page 3) and submit to your EDU 280 instructor to get pre-approval for your project before you begin. Use the **Service Learning Log** (page 4) to document your hours of service, along with any supporting material required by your instructor. A letter on agency letterhead from an organization administrator is the typical documentation needed to validate your hours. Your instructor will provide you with more information about how they will want these documents submitted, and their specific due dates during the semester.

This documentation should be also archived for use in your EDU 299 course.

# Service Learning Component (10 Hours)

## EDU 280 - Valuing Cultural Diversity

### Approved Service Learning Choices



**Community Service Option** in which the student works in a volunteer capacity at any non-profit agency that allows volunteers, and that serves the betterment of school age children in the community. This agency is one in which the student solicits and can obtain a verified letterhead of participation or certificate from the organization's leadership that documents their participation and hours of credit once completed.

**Private School (non-CCSD)** The student must arrange contact and obtain written permission from the private school's administration prior to visitation, and must have an officer of the school provide signed verification upon school letterhead of the type of service performed, and duration of the community service to the private school.



**Organized Field Trip** Your CSN instructor may be able to organize an educationally based field trip in which all members of the class meet at another location, instead of attending class at the regular scheduled time to earn service credit. Students must fill out CSN's Field Trip Waiver and provide it to the instructor before traveling to a sponsored off-campus event. Credit hours and verification for this experience will be determined by your instructor.

**"CSN Serves" Volunteer** If you have no idea where to start, consider visiting the CSN Serves website and signing up there <https://www.csn.edu/csn-serves> CSN Serves already has a number of agencies that you can volunteer at, and also earn transcript credit along with meeting

the requirements for this EDU 280 course.

**Other Service** The student can design and present a unique service oriented educational experience to their instructor. The proposal must be in writing and agreed upon by the CSN student and CSN instructor **prior** to accumulation of hours.



**YOU MAY NOT** list any CCSD public school as the agency for this Service Learning Proposal. Why? First of all, the 10 hours for Field Observation you completed during your EDU 201, 202, or 203 courses is independent of the 10 hours serving the community at a non-profit agency. **DO NOT cold call any CCSD school to ask permission to volunteer there. No CCSD schools will be pre-approved for this EDU 280 course.**

# Service Learning Pre-approval (10 Hours) PAGE 3

Complete this form and submit to your CSN instructor **before** proceeding with your contact hours

**Your Full Name:**

**CSN Professor:**

**Agency Name:**

**Agency Address:**

**Agency Phone:**

**Agency Contact Person:**

**Contact Person's email:**

*DIRECTIONS: Complete the following 3 sections and submit to your instructor so they are aware of your service learning requirement plan.*

**NEED/PURPOSE: - Why is this service needed? How will it help the community?**

**ACTION: - What specifically will you be doing during the 10 hours at this agency?**

**NEED/PURPOSE: - OUTCOMES: - What positive impact will this service have on the community? What do I personally hope to gain from the experience? What evidence will I be able to collect from the agency/contact person to verify my participation?**

*SIGNATURES: I have reviewed this service proposal and request to proceed. Any future changes to this proposal must be submitted to your instructor.*

The service will begin on \_\_\_\_\_ (approximate date)

CSN Student: \_\_\_\_\_

CSN Instructor Approval: \_\_\_\_\_

# Service Learning Log (10 Hours) PAGE 4

## EDU 280 - Valuing Cultural Diversity

Complete service learning components to equal 10 hours or more. Be sure to attach specific additional documents required by your instructor for each type of service listed below.

**Community Service:** Option in which the student works in a volunteer capacity at any non-profit agency that allows volunteers, and that serves the betterment of school age children in the community. This agency is one in which the student solicits and can obtain a verified letterhead of participation or certificate from the organization's leadership that documents their participation and hours of credit

**Private School Service:** The student must arrange contact and obtain written permission from the school's administration prior to visitation, and must have an officer of the school provide signed verification upon school letterhead of the type of service

**Organized Field Trip:** Your CSN instructor may be able to organize an educationally based field trip in which all members of the class meet at another location, instead of attending class at the regular scheduled time to earn service credit. Students must fill out CSN's Field Trip Waiver and provide it to the instructor before traveling to a sponsored off-campus event. Credit hours and verification for this experience will be determined by your instructor.

**Other Service** The student can design and present a unique service oriented educational experience to their instructor. The proposal must be in writing and agreed upon by the CSN student and CSN instructor prior to accumulation of hours.

**YOU MAY NOT list any CCSD public school as the agency for this Service Learning Proposal. Why? First of all, the 10 hours for Field Observation you completed during your EDU 201, 202, or 203 courses is independent of the 10 hours serving the community at a non-profit agency. DO NOT cold call any CCSD school to ask permission to volunteer there. No CCSD schools will be pre-approved for this EDU 280 course.**

YOUR FULL NAME:

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Agency/Type of Service:

Date(s)

Date(s)

Date(s)

Total Hours:

Supervisor Name (print):

Supervisor Signature:

Supervisor Phone:

Supervisor e-mail:

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Agency/Type of Service:

Date(s)

Date(s)

Date(s)

Total Hours:

Supervisor Name (print):

Supervisor Signature:

Supervisor Phone:

Supervisor e-mail:

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Agency/Type of Service:

Date(s)

Date(s)

Date(s)

Total Hours:

Supervisor Name (print):

Supervisor Signature:

Supervisor Phone:

Supervisor e-mail:



Dear Community Service Agency Representative:

The Education Department of the College of Southern Nevada is pleased that you have chosen to partner with our pre-service teacher education program to provide a community service learning opportunity for our students.

We are pleased to present you with CSN STUDENT \_\_\_\_\_ who is currently enrolled in our EDU 280 Valuing Cultural Diversity course at CSN. Service learning experiences help our preservice teachers be successful in their future careers. Our faculty believes that this experience provides “real” hands-on learning, which allows our students the opportunity to understand the challenges and necessary problem-solving skills and needs inherent in the community we all live.

The CSN student providing you with this letter has agreed to follow the policies of the department and must conduct themselves appropriately while volunteering with your agency. The Service Learning packet includes a **Pre-Approval** form that was preapproved by their CSN instructor, and also a **Verification Sheet**. That section is provided to the agency so the student can earn credit for their service. The verification sheet includes agency information and spaces to log contact hours before ultimately obtaining an agency administrator’s signature for verification. A company letterhead correspondence is also encouraged, because it can be included in the student’s professional portfolio.

We are confident that our students will perform well with your agency. They understand that they are interfacing with a very busy operation, and we expect them to represent our department and our college appropriately.

We know that from time to time issues may arise. We want you to know that you are free to contact the CSN Instructor at any time to assure things are being correctly managed. The following contact information is available if you find yourself in need of assistance from CSN.

CSN Instructor: \_\_\_\_\_

Phone: (702) 651-\_\_\_\_ Email \_\_\_\_\_@csn.edu

Department of Education, College of Southern Nevada  
Phone: (702) 651-4400  
Department Chair: Dr. Rochelle Hooks  
Email: [rochelle.hooks@csn.edu](mailto:rochelle.hooks@csn.edu)