Service-Learning Web-based Application Instructions

All students participating in service-learning should use the web-based application system. The system is managed by the Institute Civic Engagement & Democracy (iCED) so if you have any problems contact your campus office (see below).

1. Go to www.mdc.edu/iCED.
2. On the homepage, click “Students – Get Started Here”.
3. On the student page, click “Search for Service”. Use the search option to find a service site from our database.
4. Once you've found your service site, contact the agency before you register online by following the instructions in the agency description, if no instructions are given for contacting the agency, call or email the agency contact by introducing yourself as a MDC student seeking a service-learning opportunity.
5. Once you've contacted the organization, you can register your service learning on the student page, just click “Register Your Service”.
6. You will notice that there are four options given to you. Since you are completing a service-learning project for a class, please select Option 1: “Course service assigned by your professor (service-learning).” Then, enter your “myMDC Account ID” and “Password” in the space provided and log-in.
7. Scroll down and select “Start a New Service-Learning Application”.
8. Select the class for which you are participating in service-learning.
9. Select “Proceed to Agency Selection”.
10. Select the agency where you will do service-learning.

Note: If you choose an agency that isn’t listed, select the check box to the right which says “Agency/School Not on List. Check this box if your desired work site is not at left.” A placement not on the list must be pre-approved by your professor and/or the Institute for Civic Engagement & Democracy. If you select this box, you will need to print an extra form called a “Site Approval Form” and submit it along with your “Service-Learning Contract.” You will be able to print these forms in the steps that follow. (Note: All Miami-Dade County Public Schools are approved placements – and therefore you do not need the “Site Approval Form” if you participate at a public or charter school.)

11. Once you have chosen your agency, select “Submit Application & Finish.”

Take the Service-Learning Contract to the agency where you are going to complete your hours and fill it out with your supervisor at the site. Then, submit the signed Service-Learning Contract to your professor or your campus Institute for Community Engagement & Democracy (if instructed by your professor) no later than your professor’s deadline so your placement can be changed from “Pending” to “Approved.”

Deadline: __________________

With the S-L Hour Report & Student Evaluation form, keep track of your hours and have your supervisor complete the evaluation section at the end of your service. This form must be submitted by your professor’s deadline (generally three weeks before the end of the term). Deadline: ________________

13. Return to www.mdc.edu/iCED and click on “Register your Service” and click option 1: “Course service assigned by your professor (service-learning)” to view hours and complete the end of the term Student Satisfaction Survey no later than three weeks before the end of the term. Deadline: ________________ (This survey is submitted ON-LINE.)

*In order to ensure that you receive credit for your project, all paperwork must be submitted on time!!!*

Questions: Contact the Institute for Civic Engagement & Democracy

Find us on fb.com/iCEDmdc
How to Register for Service-Learning

1. Visit the iCED Main Page
   To register for your service-learning project, go to the following website and click on students: www.mdc.edu/iCED

2. Find a Service-Learning Placement
   Click on the yellow “Search for Service” button to access our database of organizations.

3. Register On-Line
   Start a new registration application via the iCED student page by clicking on the “Register Your Service” icon, select option 1 and follow steps 3-12 on front page.

4. Service-Learning Contract

5. S-L Hour Report & Student Evaluation

6. Complete On-Line Survey
   After you finish your service-learning project and turn in all your forms, go back to the registration website and complete the student satisfaction survey.

PRINT THESE TWO FORMS: