T.A. MARRYSHOW COMMUNITY COLLEGE
COMMUNITY SERVICE
POLICY

Background

The TAMCC Academic Board has determined that Community Service become part of the General Education requirement of all programmes. Every student pursuing an Associate Degree or Competency Programme should successfully complete this course with the exception of approved programmes by the Academic Board. The course is designed to introduce students to service opportunities, programs and organizations, which will allow them to gain an understanding of community through participation in service. Interactions and tasks also allow students to discover career interests and to foster attitudes of collective responsibility. Community Service seeks to develop the student's intra and interpersonal relationship skills, life skills and a sense of value and purpose.
Community service is done with individuals, groups and organizations that are voluntary, charitable and/ or community oriented, who can benefit from assistance from college students.

Registration Procedure

Students are required to:
1. Register for Community Service as a course when registering for other courses in the first year for one (1) year Programmes and second semester of the first year for Programmes in excess of two (2) years. Please note that the information written in red is an amendment to the Policy.
2. Present a copy of their Registration Form to the Community Service Coordinator, Department of Student Affairs and select a placement from the institutions/professions approved by the Academic Board to which they are introduced, monitored and evaluated. In the event of a new placement (placement not approved by the Academic Board), approval should be granted by a round robin. Placement selected should be in close proximity to the student's homes, on TAMCC Campuses, or along their journey to and from the College.
3. Attend the Community Service Assembly prior to the commencement of Community Service. Students would be notified of time, date and place in advance by the Community Service Coordinator;
4. Acquaint themselves with the Supervisor of the placement who will orient, monitor and evaluate them. Once oriented, students should sign their time sheet along with the supervisor after completing daily hours. Time sheets must be secured by the supervisor;
5. Identify time outside of their College timetable to complete thirty (30) practical hours or fifteen (15) theoretical and fifteen (15) practical hours of Community Service – before, during or after school, weekends and/or holidays;
6. Follow the guidelines of institutions for example hospitals, care homes, etc., in addition to those associated with Community Service;

7. Meet with the Community Service Coordinator within two weeks of the commencement of Community Service, for monitoring;

8. Complete all required hours at the assigned placement except when the institution/individual can no longer accommodate the placement or the student has become financially challenged. Both instances should be verified by the Coordinator of Community Service who should inform the assigned Officer before another placement is started. Where Community Service in completed in more than one place, the supervisor of the place where most hours have been completed should provide the report;

9. Fill out Community Service Report and submit to the Community Service Coordinator within forty eight (48) hours of completion of the service;

10. Community Service should be completed within the Semester started. Failure to complete within the Semester will result in an "I" (Incomplete) Grade which will change to an "F" (Fail) Grade if the hours are not completed within six weeks of the following Semester. **Students receiving an "F" will not be allowed to transfer completed hours to the new service placement.**

Guidelines for Community Service Coordinator

The Community Service Coordinator should:
1. Inform Deans and Assistant Registrar for records of the number of placements available for Community Service at least two (2) weeks prior to every registration period;

2. Assign placement only to registered students of the College. Registered students can be verified via registration forms that includes the paid stamp from the Bursar's Office or the approved list provided from the Registrar's Office to the Director of Student Affairs;

3. Place students only in institutions approved by the Academic Board or Director of Student Affairs;

4. Obtain a copy of the responsibilities to be performed by students prior to the commencement of the service. Responsibilities must be approved by the Director of Student Affairs prior to the commencement of the service;

5. Ensure that time sheets and evaluation forms are delivered to placement supervisors prior to the commencement of Community Service. **Students are not allowed to deliver time sheets and evaluation forms to supervisors;**

6. Ensure that time sheets and evaluation forms are collected from placement supervisors within forty eight (48) hours after the Service has been completed to guarantee the timely submission of grades. **Students are not allowed to collect time sheets and evaluation forms from supervisors;**

7. Submit grades on the requisite grade rosters provided by the Registrar's Office;

8. Not supervise a Community Service Placement;

9. Monitor the placement to ensure that the service is conducted in accordance with this Policy.

What Constitute Community Service

Community service is a service that is donated or an activity that is performed by an individual/s from which the public or its institutions benefit. The following constitutes some services that can be performed as Community Service. It is to be noted that Community Service activities cannot be limited, thus for activities not mentioned, provisional approval must be sought from the Director of Student Affairs before the service commences. The Director of Student Affairs is expected to seek approval from the Academic Board for the new service/s at its earliest meeting.

1. Volunteer at a museum
2. Volunteer at a health fair
3. Volunteer as a counselor at local summer camp
4. Volunteer at a local non-profit agency
5. Volunteer to lead a club of youth
6. Volunteer at churches
7. Volunteer at health facilities
8. Organize events to recognize international/bank holidays
9. Organize campaigns such as:
    1. Anti-drop out of school
    2. Campaign against teen suicide
    3. Poison awareness
    4. Anti-crime, anti-drug, anti-violence campaign, anti smoking
    5. Painting bins to prevent littering
    6. Accident reduction or any other institution, organization, group or entity approved by the Academic Board from time to time.
10. Assist at pedestrian crossing
11. Offer a safety workshop
12. Volunteer at the fire department
13. Volunteer at a police station
14. Painting
15. Tutor students
16. Volunteer for student council
17. Organize a food scavenger hunt to collect food for the needy
18. Help with repairs at a local needy shelter
19. Organize a neighborhood group to start a farm garden
20. Volunteer at an agency that works with children with disabilities
21. Read books or the newspaper on tape for blind or visually impaired people
22. Work with physically challenged individuals
23. Volunteer at a rehabilitation centre
24. Clean up trash in a community
25. Make signs to label community buildings and sites of interest
26. Volunteer to help set up for a community event
27. Plan native flowers or plants along highways
28. Collect supplies for persons who have been in a fire or natural disaster

29. Help fix a run-down playground
30. Clean up after a natural disaster
31. Build community benches
32. Paint fences or community benches
33. Volunteer at a community centre
34. Serve as a coach for a youth sports team
35. Clean up trash along a river or beach
36. Replace trees that have died
37. Pick up litter
38. Adopt a playground with your friends and keep it clean
39. Start a compost pile
40. Rake leaves, clean gutter or wash windows for a senior citizen
41. Deliver meals to homebound individuals
42. Offer to pick up groceries with/for a senior citizen
43. Volunteer at a nursing home
44. Volunteer at an animal shelter

Approved Institutions

1. Educational Institutions (Private and Public Schools/Colleges/Universities);
2. Health Care Facilities (Hospitals, Medical Centres, Home for the Elderly);
3. Licensed Day Care Centres;
4. Home for Children and Young People;
5. Recognized Charitable Organizations;
6. Recognized Community Groups;
7. Not for Profit Organizations;
8. Government Ministries.

Students desirous of completing Community Service at an institution not mentioned above must first get provisional approval from the Director of Student Affairs before the service commences. The Director of Student Affairs is expected to seek approval from the Academic Board for the new institution/s.

Community Service must be approved by:
➢ The head of the organization on behalf of the organization.
➢ The Principal for schools;
➢ Deans or Departments.
➢ Identified Supervisors

NB: Community Service is not approved for:
➢ **Businesses or individuals engaged in commercial trade;**
➢ **Personal assistance where the benefit/s of the assistance does not contribute to community development.**

Student Executive Council (SEC) and Student Representative Council (SRC)

Hours worked by students who are members of the SEC and SRC for student services will contribute to their Community Service Hours, and this would have to be validated by the Student Activities Coordinator.

Evaluation

A placement supervisor evaluates every student and writes a comment after successful completion of the thirty (30) hours of service. He/she will give a/an Complete or Incomplete Grade. Students are also required upon completion of their Community Service to write a report. A student will receive a Pass Grade if the supervisor's evaluation is complete, thirty hours of service was done and the student report is submitted to the Community Service Desk within the requisite time.

Submission of Grades

Grades should be submitted in accordance with the regulation that governs the submission of grades at the College. In this regard, grades should be submitted on the approved grade sheet within ten (10) working days after the Semester has ended. All grade sheets must be signed by the Director of Student Affairs or his/her designee.

Certificate of Merit and Award

Students completing Community Service in excess of forty hours will be given a certificate of Merit. The student completing the most hours in excess of forty hours and has a minimum GPA of 3.5 and above will be given the Award for Community Service at the graduation exercise.