

HAVC 193F Service-Learning Practicum Application Form

(fulfills the PR-S general education requirement)

Prerequisites:

- HAVC 193F is open only to HAVC majors or minors who have Junior or Senior status.
- You must have completed at least 2 lower and 2 upper division HAVC courses with a minimum grade of B or higher.

The approval of your application will depend on your academic standing and on the quality of the material you submit.

Deadline: You must submit this petition during the quarter prior to the term you wish to enroll in HAVC 193F.

Student Information (please print)

Name: _____ Student ID #: _____

Year of Study: _____ College: _____

Major(s), Minor(s): _____

Email: _____ Phone: _____

Local Address: _____

HAVC Faculty Supervisor Information (please print)

HAVC Faculty Supervisor: _____

Email: _____ Phone: _____

Sponsoring Agency Information (if applicable; please print)

Agency name: _____

Address: _____

Agency Sponsor name and title: _____

Email: _____ Phone: _____

Part I: Course Requirements

- **Research:** Research of a community-based organization and a variety of text and web-based material is required of all students. This research will assist students in designing, implementing, and evaluating their service-learning project.
- **Fieldwork:** Fieldwork consists of hands-on experience and the opportunity to develop a deeper understanding of the real-life challenges and successes of community-cultural development. Fieldwork will require on-site contact with specific communities or community-based organizations.
- **Journal:** A journal with notes, field notes, research, and personal reflection is required. Reflection is at the heart of learning and an integral part of service-learning curriculum. The journal will consist of critical reflection on what the student has learned and experienced through research and reading, site visits, and discussions with the site supervisor and faculty sponsor.
- **Narrative Reflection and Assessment:** Based on research and experience in the field, this final assessment will reflect on the service-learning design, execution, and outcomes and demonstrate the student's knowledge of community-cultural development.
- The **Time Commitment** is 6 hours per week – usually a combination of working with the faculty supervisor to develop the project, conducting independent research and planning, and working on-site to implement the project.

Part II: Statement of purpose

Please answer the following questions in a detailed and precise manner (3-4 pages)

1. Please describe your service-learning project and provide a brief description of the agency/community with which you plan to work. Why do you want to work with this group? What do you hope to offer to this community? Detail your responsibilities during the service period and any initiatives you might develop to enhance the experience of the participants.
2. What are your learning objectives for this course? In what ways are they connected to your previous HAVC studies and how will this practicum enhance your undergraduate learning experience?
3. Please list your previous HAVC courses, work/volunteer experiences, accomplishments, and skills that you feel are relevant to your service-learning project and will aid in your success. Attach an unofficial copy of your current UCSC transcript.
4. What steps have you taken in order to arrive to an agreement with your sponsoring agency? You can list all the agencies you have considered, any relevant research and interviews that lead you to the agreement with your sponsoring agency.

Part III: Project approval

Please attach this page to your Statement of Purpose. Obtain the signature of your agency sponsor and faculty supervisor indicating that they have reviewed and approve your project description, goals, and work plan.

By signing below you agree to the responsibilities detailed above and understand that UCSC, the HAVC Department and the HAVC faculty supervisor bear no responsibility for any injury, loss or damage that might occur during the student's fieldwork for the agency. You also agree to contact the student, the agency supervisor, the faculty supervisor, or the HAVC adviser should you have any concerns about this internship placement.

HAVC Faculty commitment

I have carefully reviewed the student's Statement of Purpose and approve this service-learning project. I agree to meet with the student to establish academic requirements, provide relevant readings, review the journal and reflection paper, and submit a P/NP grade and narrative evaluation.

HAVC Faculty signature: _____ Date: _____

Student commitment

I agree to honor the minimum commitment required for this service-learning course, in collaboration with my History of Art and Visual Culture (HAVC) faculty supervisor and the sponsoring agency. If applicable, I agree to make at least _____ visit(s) to the site before _____ (date) as part of my project preparation. I agree to honor the 6 hours per week course commitment. This will include weekly contact with my faculty supervisor and sponsoring agency supervisor, as well as research, study, preparation, on-site work and writing assignments. I understand that a passing grade for this course is contingent upon satisfactory completion of a journal, reflection paper, and documentation of fieldwork in addition to (if applicable) a positive evaluation from my sponsoring agency supervisor.

Student Signature: _____ Date: _____

Sponsoring Agency commitment (if applicable)

I have carefully reviewed and approve the student's Statement of Purpose and supporting materials. I agree to supervise the service-learning student and submit an evaluation at the end of the quarter – by _____ (date).

Agency Supervisor Signature: _____ Date: _____

History of Art and Visual Culture Dept., UC Santa Cruz (havc@ucsc.edu)
1156 High Street, Santa Cruz, CA 95064; 831-459-4564