



MORaine PARK
TECHNICAL COLLEGE
COMMUNITY IMPACT

Student Community Impact Handbook



*Making a difference
in our communities!*

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920-924-3217

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Introduction

The purpose of this handbook is to provide information for students regarding community impact programs at Moraine Park Technical College.

Strategic Priorities

Strengthening community connections is a strategic priority at MPTC. Connecting the college and community for the goals of fostering collaboration and connectivity among business partners, alumni and community agencies, and increasing the visibility of the college impact to the communities we serve, fulfills community needs and helps give our students a richer academic experience to improve student success.

Service Learning

Moraine Park Technical College is committed to community engagement and student success. The College supports these commitments through the opportunity for students to participate in service learning and apply their classroom knowledge to an applicable, real world environment. Service Learning is defined as a method of teaching characterized by student participation in an organized service project that meets an identified community need and is connected to course content/ specific learning outcomes with structured reflection relating to the service activity.

Service Learning is purposefully integrated into academic courses to include course learning outcomes that meet the service learning goals of:

- To identify the human, interpersonal, and factual dimensions of a community need
- To demonstrate awareness of diversity, global perspective, and social responsibility

*Please note, several MPTC healthcare programs require “clinical hours” for experiential learning by accreditation standards. Clinical hours are not applicable to service learning. Unpaid internships or practicum hours may be applicable. Please contact Kim Spartz, Experiential Learning Specialist with questions.

Student Volunteers

Moraine Park Technical College is committed to community engagement and student success. We encourage our students and staff to share your time and talent, connecting and volunteering to help and improve the communities where we live, work and go to school.

[Student Community Impact webpage](#)

BENEFITS of Participating in Community Impact:

- Increase your understanding of what you are learning in your courses
- Gain hands-on experience to test out your skills and interests in your career path, and connect with community members - with the possibility of leading to an internship or job!
- Explore and act on your values and beliefs to make a difference in your community
- Develop critical thinking and problem-solving skills, plus learn how to adapt to change and become more flexible
- Grow your understanding of diverse cultures and communities
- Learn more about community issues and their root causes
- Develop or enhance your skills in communication, collaboration, and leadership
- Looks GREAT on a resume
- Earn an MPTC Community Impact Award! This Award is something you are encouraged to add to your resume/ portfolio.

If a Promise student is already participating in an MPTC course or co-curricular Club activity that includes service learning or volunteering, those hours may be tracked and submitted towards the Promise requirement. The Experiential Learning Specialist will assist each Promise student in obtaining and tracking their required volunteer hours.

What does MPTC expect of me?

MPTC is expecting you to be responsible, act professionally, and complete your service learning or volunteering projects as well as any corresponding work that goes along with it, following the MPTC Student Conduct Code. You are expected to be on time, notify your community partner ahead if you are going to be late or absent, and to behave appropriately for the location and clientele with whom you are working. Your Instructor or Club advisor might also have specific things they are requiring, so make sure you speak with them for any questions. MPTC also wants to make sure each student understands the seriousness of the project, event, or experience that you are going to be working with. Our community partners rely on students to fulfill some of their needs. If for any reason, you are unable to finish the project, not only might it affect a course grade, but the community partner could be directly affected as well. Community Impact at MPTC incorporates the seven core abilities essential to success in a community or work related setting:

The seven core abilities are:

- Communicate clearly
- Act responsibly
- Work productively
- Think critically and creatively
- Adapt to change
- Demonstrate integrity
- Work cooperatively

*Each student participating in MPTC Community Impact must complete the ***Statement of Risks and Waiver Form***. Student Accident Insurance may also apply. **Please complete form on page 11, scan or print and return to:**

Kim Spartz, Experiential Learning Specialist
kspartz@morainepark.edu
920-924-3217
Office: FDL Campus, B105

What should I expect from MPTC?

You should expect to receive support throughout the projects, help with reflections to connect what you are doing to what you are learning in classes, and assistance should you run into any problems. Our job is to help guide you so you are able to complete the projects and acquire the learning that comes from the community impact experiences.

What does the community organization expect of me?

The community organization is also expecting you to be responsible and professional; to call ahead if you will be late or absent, to act and dress appropriately, and to complete your project to the best of your ability. Students will be making your own schedule with the community organization. Make sure to check into the community organization's hours when setting up your project. Please speak with them if you have any questions or concerns.

What should I expect from my community partner organization?

Your community partner should make sure you have any necessary training for the project, information about the clientele and organization, and an understanding of the specific needs you are addressing. They might help you with reflections as well. You should expect them to be there for guidance but in some cases you may be on your own.

*Please note some community organizations may also require you to complete a criminal background check and/or medical requirements in order to work with their clientele. Any costs associated with these requirements are the responsibility of the community organization and/or the student volunteer.

Who is the Experiential Learning Specialist?

The Experiential Learning Specialist works with all MPTC students, Promise students, instructors, and community organizations to identify opportunities for partnerships and track student hours for community impact awards.

Kim Spartz
Experiential Learning Specialist
kspartz@morainepark.edu
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How do I get started?

- Check out the opportunities posted on the [Noble Hour Moraine Park](#) page.
- Follow the Noble Hour instructions on pages 4-10 for setting up your account and submitting hours and reflections.

Community Impact Awards

MPTC has a wonderful recognition program designed to acknowledge students who are committed to serving their community. Students who complete and log 25 to 200 hours of service learning and/or volunteerism during their time at MPTC are eligible to receive these awards.

- Bronze for 25 hours
- Silver for 50 hours
- Gold for 100 hours
- President's Award for 200 hours or more

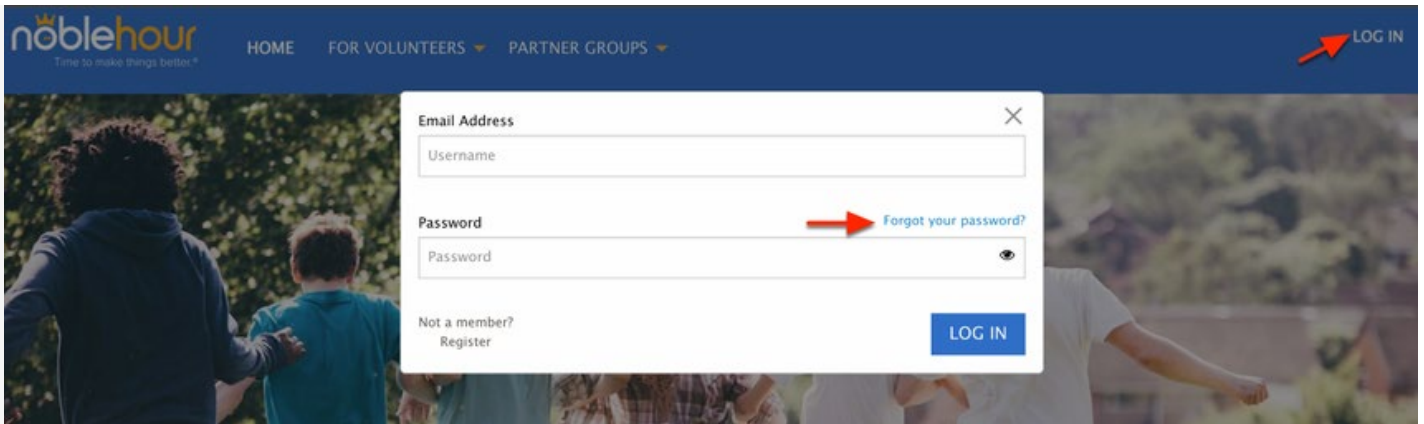
Award hours are tracked from **May 1 – November 1 for each fall** semester and **November 1 – April 30** for each spring semester. Hours tracked for awards are cumulative throughout a student's time at MPTC. For example, a student may first earn a bronze or silver award and move onto a cumulative gold or presidential award.

Additionally, there is the possibility to be featured on the MPTC blog and in the Annual Report.

NobleHour Volunteer Guide

Access Existing Account: volunteer.morainepark.edu

To access an existing NobleHour account click the **Log In button** and then select the **Forgot Password link**.



Enter your email address and then select **Email Link**.

Forgot your password?

ENTER YOUR EMAIL

Email Address *

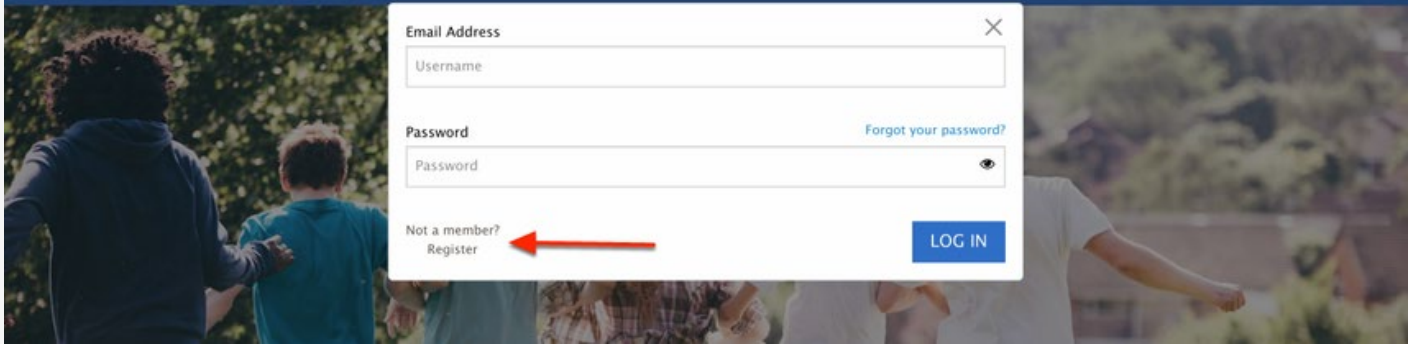
EMAIL LINK

Check your inbox and spam folder for an email regarding resetting your password. Click the link in your email to finish creating a new password.

Create your new password and then click the **Reset button**. That's it! You're all set and now have access to your NobleHour account to begin signing up for volunteer opportunities, tracking hours, and reporting on your service.

Register a New Account

Click the **Login button** and then select **Not a Member? Register**.



Complete the registration form to set up your account.

Registration

Fields marked with an asterisk (*) are required.

Basic Info

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Email/Username *	<input type="text"/>
Password *	<input type="password" value="Password"/>
Confirm Password *	<input type="password" value="Confirm Password"/>
Date of Birth	<input type="text" value="MM/DD/YYYY"/>

You'll be asked to verify your identify with a passcode sent to the email address provided in the registration form. Check your inbox and spam folder for this email.

Click on the link in the email or copy and paste the code in the box on the verification page.

Verify your identity

To make sure your account is secure, we have to verify your identity. Enter the verification code we emailed to **godwin+volunteer@handsonconnect.org**. Make sure your email address above is correct, and check your spam folder

[Click Here](#) to request a new verification code.

Verification Code

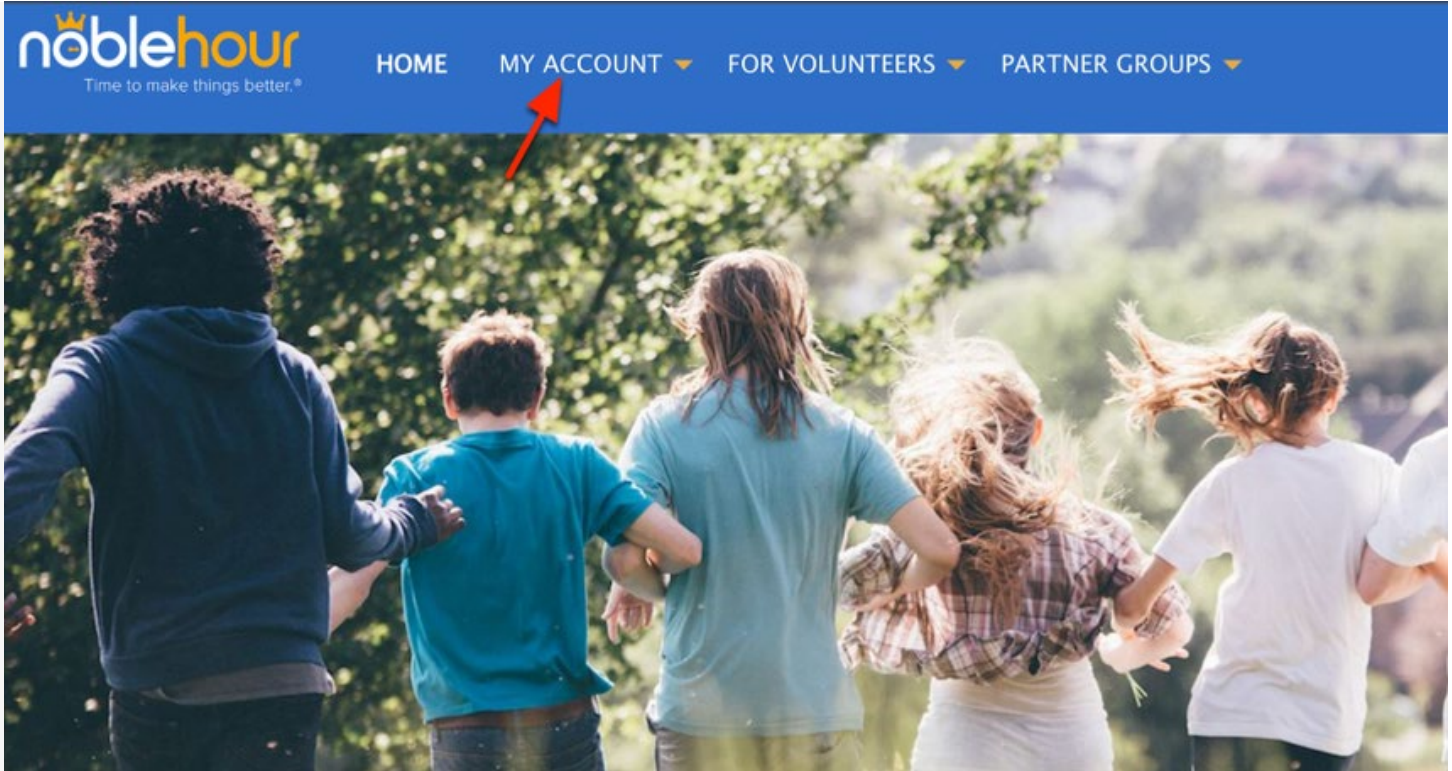
Verify

[Cancel](#)

That's it! You're all set and now have access to your NobleHour account to begin signing up for volunteer opportunities, tracking hours, and reporting on your service.

Self-Report Volunteer Hours

Click on **My Account** and then **Self Report your Volunteer Service**.



1. Choose the Group or Organization these hours are for.
2. Enter in the organization where you volunteered.
3. Enter your volunteer coordinator's name who can verify that you volunteered.
4. Enter your volunteer coordinator's email address so they can receive the verification link.
5. Select an optional Impact Area.

6. Enter the name of the volunteer event.
7. Enter the start date and time.
8. Enter the end date and time.
9. Enter the total hours volunteered.
10. Enter your reflection or feedback.
11. Rate your experience.

Organization Served

Organization Served * **1**

Organization Name * **2**

Volunteer Coordinator Name * **3**

Email Address * **4**

Impact Area **5**

Volunteer Opportunity Info

Opportunity Name * **6**

Start Date & Time * **7**

End Date & Time * **8**

Hours Served * **9**

Reflection **10**

Rating **11**

Poor					Great
1	2	3	4	5	

Rate your experience!

After self-reporting your hours an email is sent to the email address provided for your volunteer coordinator. They have to click the verification link in their inbox to mark your attendance. If mark as attended, the hours will appear on the Account Overview page.

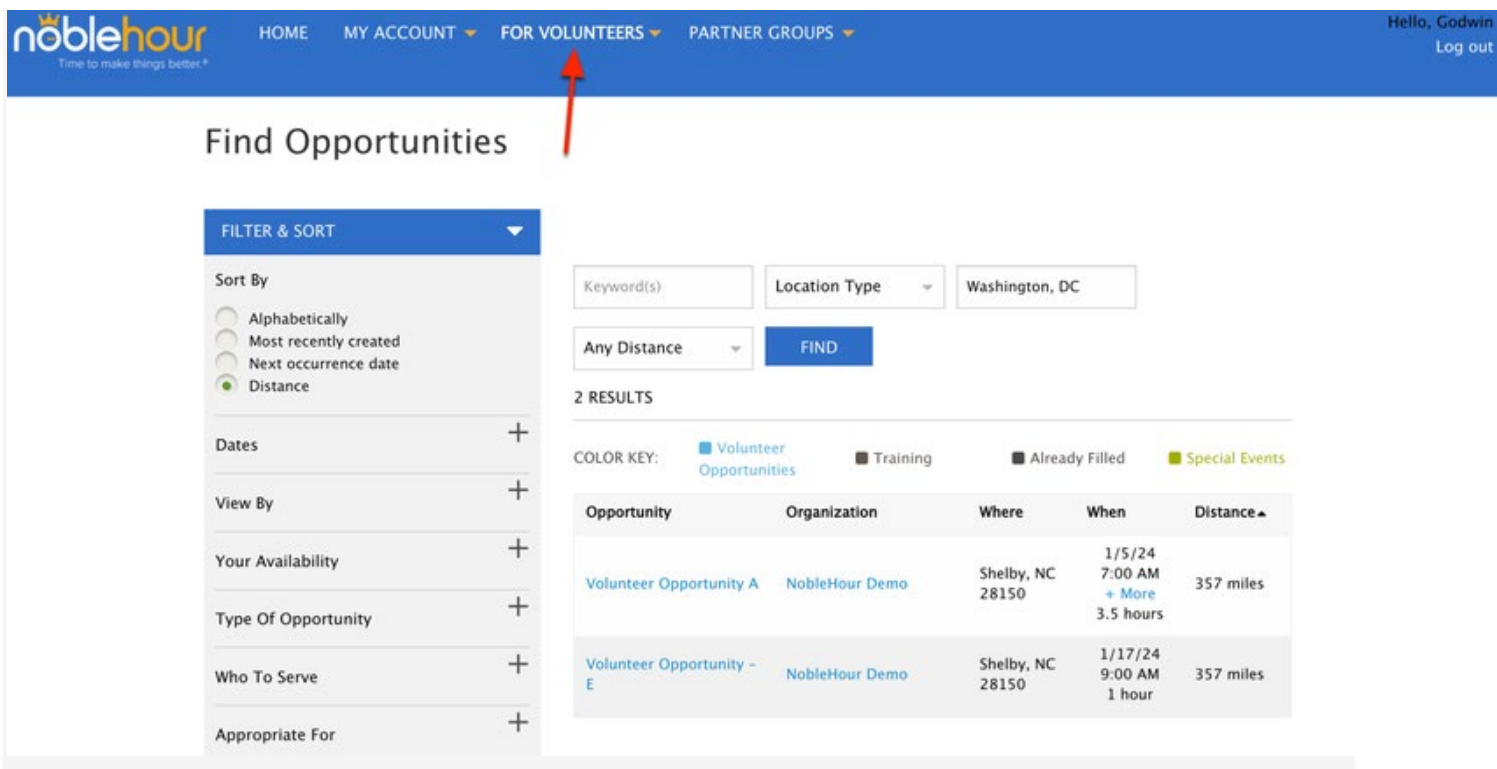
Send a Reminder to your Volunteer Coordinator

If you notice that your self-reported hours are still awaiting verification, you can send a reminder. Sending a reminder will trigger another verification email to the email address provided for your volunteer coordinator. You will see the Send a Reminder link on the Account Overview page in the Self-Reported Hours section.

The Send a Reminder link will only appear if your hours are awaiting verification.

Find Volunteer Opportunities

Your organization or community partners may list volunteer opportunities that are available for sign up. You can view these by selecting the **For Volunteers** menu and then selecting **Find a Volunteer Opportunity** or **Calendar**.



The screenshot shows the NobleHour website interface. The top navigation bar includes the logo, 'HOME', 'MY ACCOUNT', 'FOR VOLUNTEERS' (highlighted with a red arrow), and 'PARTNER GROUPS'. The user is logged in as 'Hello, Godwin' with a 'Log out' link. The main heading is 'Find Opportunities'. On the left, there is a 'FILTER & SORT' sidebar with options for 'Sort By' (Alphabetically, Most recently created, Next occurrence date, Distance), 'Dates', 'View By', 'Your Availability', 'Type Of Opportunity', 'Who To Serve', and 'Appropriate For'. The search area includes a 'Keyword(s)' field, a 'Location Type' dropdown set to 'Washington, DC', and an 'Any Distance' dropdown. A 'FIND' button is present. Below the search bar, it shows '2 RESULTS'. A 'COLOR KEY' identifies 'Volunteer Opportunities' (blue), 'Training' (black), 'Already Filled' (grey), and 'Special Events' (green). The results table is as follows:

Opportunity	Organization	Where	When	Distance
Volunteer Opportunity A	NobleHour Demo	Shelby, NC 28150	1/5/24 7:00 AM + More 3.5 hours	357 miles
Volunteer Opportunity - E	NobleHour Demo	Shelby, NC 28150	1/17/24 9:00 AM 1 hour	357 miles

Select a volunteer opportunity that you are interested in and then select **Sign Up**.

Opportunity Details

Volunteer Opportunity A

[NobleHour Demo](#) | <http://>

Volunteer Opportunity A Demo Description

ISSUE AREA(S)

Good Health and Well-Being

POPULATION SERVED

Visitors & Travelers

REQUIREMENTS

Age Minimum (with Adult): 1+,

Minimum Age:18+

Sign Up

FRIDAY, JANUARY 5, 2024 FROM 7:00 AM - 10:30 AM

Location: Shelby, NC 28150

Volunteer Limit: 100 | Spots Remaining: 100

Opportunity Leader: Noblehour DEV [Click here to email this contact](#)

Full opportunity address and directions will be sent to you by e-mail after you sign up.

SIGN UP

FRIDAY, JANUARY 12, 2024 FROM 7:00 AM - 10:30 AM

When your shift is over, the volunteer coordinator will mark your attendance. If marked as attended, you'll see these hours appear on your Account Overview page.

Update Personal Information

If you need to update your personal information that you entered from the registration page, select the **My Account** menu and then **Personal Information**.

Personal Information

Fields marked with an asterisk (*) are required.

Basic Info

Account Overview Page

To view your volunteer history or your total hours, select your **Account Overview** from the **My Account** menu.

Account Overview Page

0
Verified Hours

0
Unverified Hours

Upcoming Opportunities

Volunteer Opportunity Name	Occurrence Name	Organization Name	Start Date	Actions / Status
There are no items to display.				

Showing 0 to 0 of 0 entries

Previous Next

Volunteer History

Export to CSV

You can also leave feedback for past volunteer opportunities where you volunteered at. Select the Feedback link to add a reflection or rate your volunteer experience.

Volunteer History

Export to CSV

Volunteer Opportunity Name	Organization	Start Date	Hours	Actions/Status
Volunteer Opportunity A	NobleHour Demo	11/3/2023 7:00 AM	3.5 Verified	-Feedback -Report Hours
Volunteer Opportunity A	NobleHour Demo	11/10/2023 7:00 AM	0	-Feedback -Report Hours
Volunteer Opportunity A	NobleHour Demo	12/1/2023 7:00 AM	0	-Feedback -Report Hours
Volunteer Opportunity A	NobleHour Demo	10/6/2023 7:00 AM	0	-Feedback -Report Hours
Volunteer Opportunity A	NobleHour Demo	12/29/2023 7:00 AM	0	-Feedback -Report Hours

Showing 1 to 5 of 5 entries

Previous **1** Next

**STUDENT COMMUNITY IMPACT
STATEMENT OF RISKS AND WAIVER**

This document requires you to give up substantial legal rights. Please read and understand this document before you sign it.

Statement of Risks

Service learning and/or student volunteerism activities may give rise to certain risks due to the nature of the activity (which may include working with other people, participating in sports and recreation activities, performing cleaning and maintenance projects, or preparing and serving food), the actions of other participants, the actions of third-party non-participants, and other natural or human hazards. These risks may include, but are not limited to, fatigue, chills, dizziness, lacerations, punctures, cuts, burns, contusions, fractures, internal and soft tissue injuries, falling, encounters with trauma producing objects, or injury to bones, joints, ligaments, tendons, or other aspects of the musculoskeletal system.

Waiver

By signing below, you assume all responsibility for, and all risk of harm arising out of, the risks identified in the above Statement of Risks, except to the extent arising out of the intentional or reckless conduct of the Moraine Park Technical College District. In consideration of participating in the student community impact program, you hereby release the Moraine Park Technical College District and its directors, officers, employees, agents, and insurers from all claims, losses, damages, demands, rights or causes of action of any kind arising out of, or incident to the risks identified in the above Statement of Risks. This waiver shall not apply to the extent of the Moraine Park Technical College District's intentional or reckless conduct. By signing below, you hereby waive your right to bargain over the terms of this document.

Date	Student Name (Print)	Student Signature
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Parental Consent for students under the age of 18

Date	Parent Name (Print)	Parent Signature
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Turn in this original form to:

Kim Spartz, Experiential Learning Specialist,
kspartz@morainepark.edu
920-924-3217 Fond du Lac Campus, B105.