



**MORAINE PARK
TECHNICAL COLLEGE**
COMMUNITY IMPACT

Student Community Impact Handbook



*Making a difference
in our communities!*

Kim Spartz
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Office: FDL Campus B107

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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.

[Moraine Park 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.

Promise Program Students

Promise Program students are required to complete:

- **2 hours of student volunteerism in the first semester,**
- **4 hours in the second semester,**
- **6 hours in the third semester and**
- **8 hours in the fourth semester.**

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 Student Community Impact Coordinator 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 (see Student Handbook). 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 7, scan or print and return to:**

Kim Spartz, Experiential Learning Specialist

kspartz@morainepark.edu

920-924-3217

Office: FDL Campus, B107

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 4-6 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: [Fall 2019 Award Winners](#) and [Spring 2020 Award Winners](#). Students may also be nominated for Campus Compact state or national awards: [2020-21 Award Winner](#).

MPTC NobleHour Student Guide

Students use NobleHour to find community impact opportunities, log their hours, and provide reflections. This guide will provide you with step-by-step instructions for using NobleHour.

The academic timeline for tracking community impact award hours is:

- Fall semester: May 1 – November 1
- Spring semester: November 1 - April 30

Please contact Kim Spartz, Experiential Learning Specialist, with any questions.

- Email: kspartz@morainepark.edu
- Phone: 920-924-3217

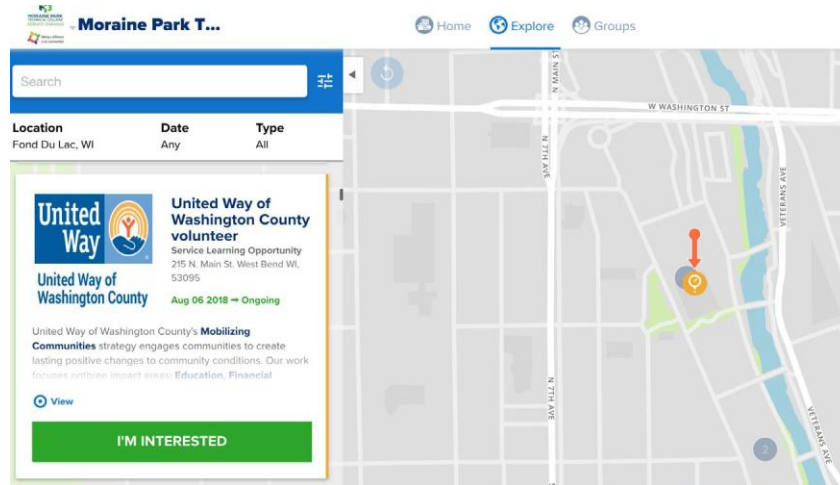
Register for NobleHour

1. Go to NobleHour [Moraine Park registration page here](https://www.noblehour.com/morainepark) - <https://www.noblehour.com/morainepark>
2. Fill in the form and then select **Register**.
3. When you see the “Community Relationships and Groups” window:
 - Select **Student** as your Relationship
 - Enter your graduation information
 - In the Groups box, select **Student Service Learning and/or Student Volunteers depending which group(s) you want to join. You may be a member of both groups depending on your projects and goals.**

** If you already have a NobleHour account, but need to Join the Student - MPTC Service Learning group, go to [Moraine Park's groups page](https://www.noblehour.com/morainepark/groups) - <https://www.noblehour.com/morainepark/groups> and select **Join**.*

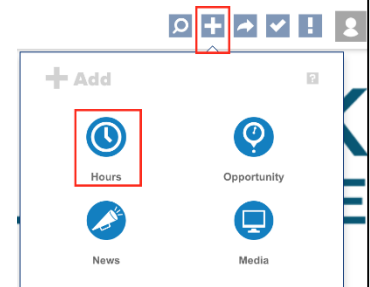
Find Opportunities to Serve

1. All of the community partner opportunities MPTC has listed on NobleHour are found on the [MPTC homepage](https://www.noblehour.com/morainepark/) <https://www.noblehour.com/morainepark/> OR
2. You can use the [Moraine Park Explore page](https://noblehour.com/morainepark/explore) <https://noblehour.com/morainepark/explore> to explore service learning opportunities available to students. (If you have a personal connection, you may also serve with that opportunity/community organization directly.)
3. Review the map and list views to find an opportunity that aligns with your interests and availability.
4. Select **I'm Interested** to indicate that you want to sign up for a specific opportunity.



Add Hours for Existing Community Engagement Opportunity

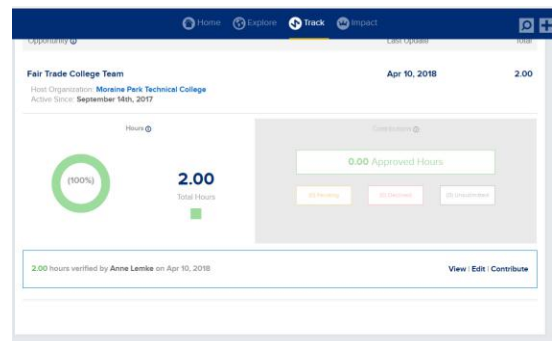
- Select the **Add (+)** icon at the top of the page.
- Select **Hours**.
- **Step 1 What organization did you volunteer with (or for)?**
 - If your opportunity is with a Community Partner on the Moraine Park NobleHour list, using the dropdown box, select Moraine Park Technical College.
 - Use the second dropdown box to select the community partner with whom you participated from the Moraine Park NobleHour Opportunity list.
 - **With External Opportunities** - enter the name of the Organization, select **+Add New** and then type in your opportunity. BE SURE TO ENTER the Opportunity Organizer's contact information, which will be used to verify your hours. We also recommend you let your opportunity contact know they will be receiving an *Hours Verification* message from NobleHour. ([more on adding external hours here](#)).
- **Step 2 When did you participate?** Select the date(s) when you volunteered.
- Enter the time(s) you volunteered using the clock sliders.
- **Step 3 What did it mean to you?** Be sure to add a **Reflection** and then select **Next**.
 - ***Please note – the general criteria for reflections:**
 - ***250 word minimum for service learning reflections (tied to your course outcomes)**
 - **No word minimum for student volunteerism reflections, just follow the general criteria**
 - **What?** Report the facts and events of an experience.



- **So What?** Analyze the experience. How did it go? What did you learn?
- **Now What?** Consider the future impact of the experience on you, your course, your degree, and the community you helped.
- ***We must receive a reflection for each “unique” opportunity you participate in.** For example – if you help at Boys & Girls Club every Thursday afternoon, (repeating opportunity) you only need to submit one reflection for that experience. However, if you participate in another unique opportunity at the Senior Center, you must submit another reflection pertaining to that experience.
- ***Your instructor may have other reflection requirements for your service learning course.** Please make sure to double check with your instructor.
- ***We recommend you type your reflections in MS Word and make sure to save them in case they are needed for further documentation in your course requirements.** You can copy and paste the reflection into the NobleHour reflection box.
- In the **Contribute your time section** select the **Student - MPTC Service Learning or Student Volunteerism group** and then **Submit**.
 - **Make sure** you share your hours with the Student - MPTC Service Learning or Student Volunteerism group. Do NOT uncheck anything on this page or your hours won't go through to MPTC.
- Confirm your E-Signature and declaration.

Track/Edit Hours

1. Select [Track](#) at the top of the page.
2. Select one of your opportunities.
3. The **Hours** (left column) section tracks hour submission statuses submitted to the opportunity verifier.
4. The **Contribution** (right column) section tracks hour submission statuses submitted to the group administrator at Moraine Park Technical College.
 - a. Hover along the bottom box to select Edit for anything you need to change within your submission.



Looking for more tutorials?

Visit www.support.noblehour.com

**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, B107.