



MORaine PARK
TECHNICAL COLLEGE
COMMUNITY IMPACT

Student Community Impact Handbook



*Making a difference
in our communities!*

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Office: FDL Campus C006.3

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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 Anne Lemke, Student Community Impact Coordinator 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.

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.

Find out more on our [Moraine Park Community Impact webpage](#)

Promise Scholars

Promise Scholar 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** (20 hours total for an associate degree student)

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.

*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 6, scan or print and return to:**

Anne Lemke, Student Community Impact Coordinator
Alemke2@morainepark.edu
920-924-3329
Office: FDL Campus, C006.3



*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.

How do I get started?

- Check out the opportunities posted on the [Noble Hour Moraine Park](#) page.
- Follow the Noble Hour instructions on pages 3-5 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 by 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 at the Student Awards Banquet, on the MPTC blog, in the Annual Report, and MPTC press releases.

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.

Please contact Anne Lemke, MPTC Student Community Impact Coordinator, with any questions.

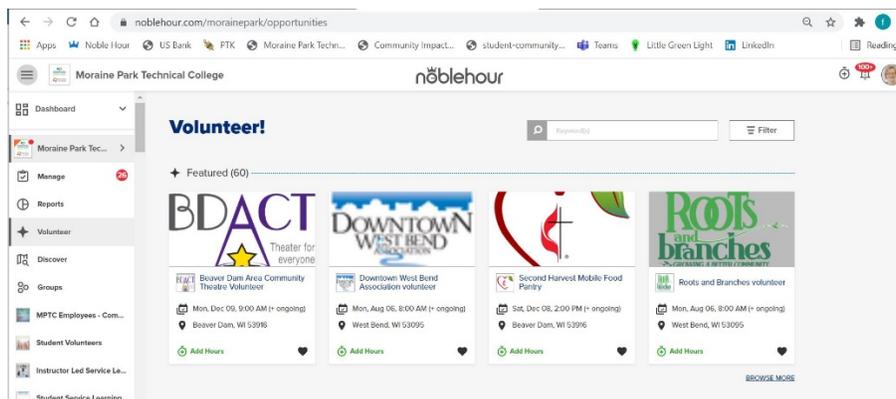
- Email: alemke2@morainepark.edu
- Phone: 920-924-3329

Register for NobleHour

1. Go to NobleHour - <https://www.noblehour.com/morainepark>
2. Click **Sign Up**
 - a. Select your signup method (student Email is preferred)
 - b. Select **Join**
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.

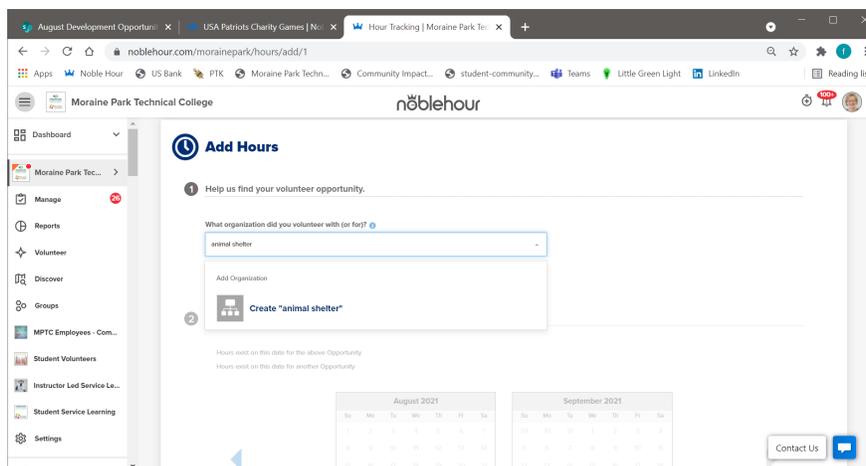
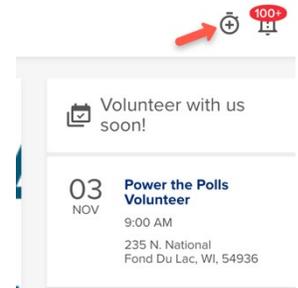
Find Opportunities to Serve

1. All of the community partner opportunities MPTC has listed on NobleHour are found on the [MPTC home page](#) under the Volunteer tab.
2. 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 **Timer (+)** icon at the top of the page.
- **Step 1 What organization did you volunteer with (or for)?**
 - If your opportunity is with a Community Partner on the Moraine Park NobleHour list that you joined, you should see that listing using the dropdown box.
 - Use the second dropdown box to select the community partner volunteer opportunity you joined.
 - **With External Opportunities** – type in the name of the Organization you volunteered with, then select **Create**. **Next** type in your volunteer job there and select **Create**. **BE SURE TO ENTER** the Organizer/Supervisor's contact information. Let your contact know they will be receiving a *Volunteer Hours Verification* email message from NobleHour.

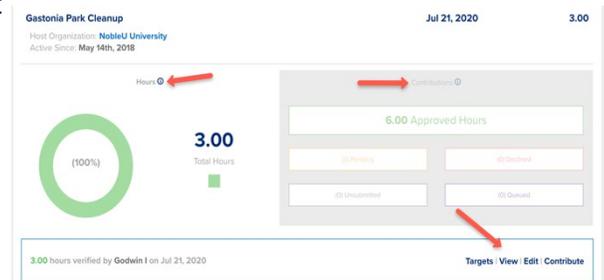


- **Step 2 When did you participate?** Select the date(s) when you volunteered.
 - Enter the time(s) you volunteered using the clock sliders.
- **Step 3 What did it mean to you?** Be sure to add a **Reflection** and then select **Next**.
 - ***Please note – the general criteria for reflections:**
 - ***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.
- **Step 4** In the **Contribute your time section** the default option is to share your hours with all of your joined Groups.
 - **Select specific Groups** and then **Student - MPTC Service Learning or Student Volunteerism group**
 - **Make sure you share your hours with the Student - MPTC Service Learning or Student Volunteerism group or your hours won't get approved.**
- Review and Submit your Hours.

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

Parental Consent for students under the age of 18

Date	Parent Name (Print)	Parent Signature

Turn in this original form to:

Anne Lemke, Student Community Impact Coordinator,
alemke2@morainepark.edu
920-924-3329, Fond du Lac Campus, C006.