The College of New Jersey: ASL 103

Community Engaged Learning Guidelines and Procedures

Guidelines

All students taking ASL 103 are expected to complete at least 15 hours of Community Engaged Learning with a Deaf community group or organization. Students have the option of earning the required hours either through sustained attendance at one site or through short-term involvement at multiple sites. Students, either independently or in small groups with similar interests, are free to select from a variety of field placement agencies that provide services to people who are deaf.

The most essential component to this experience is exposure to sign language. The field experience must provide an opportunity for students to utilize ASL in realistic settings so as to provide deeper understanding of the material presented during class sessions.

Students are responsible for making contact with the chosen agency, developing and following a mutually-agreed schedule, obtaining feedback from responsible parties on site, and ensuring that the site supervisor completes all required paperwork.

During the Community Engaged Learning experience, students will maintain a reflective journal, which will be turned into the instructor on the assigned due date. This journal should provide an account of the overall experience, including but not limited to: the plan developed before volunteering began (with learning goals, activities and/or projects, agency expectations, and a calendar of volunteer hours); a description of the environmental conditions, type of signs used, new signs learned, and personal reactions following each individual volunteer session; as well as on-going feedback provided from the site supervisor and other contacts during the field experience. The *Field Experience Verification and Evaluation Form* and the *Student Field Experience Evaluation Form* must be included n the reflective journal binder.

Procedures

1. **Search for Possible Placement Sites** –Review the current list of agencies serving people who are deaf and choose a placement that matches your interests/availability. You may then proceed by making direct contact with the agency. However, if you have a preexisting connection with an agency not on the list, you are welcome to make tentative arrangements to conduct your field experience at that site, but you must then seek approval from Dr. Jean Slobodzian, Assistant Professor, at slobodzi@tcnj.edu. In this case, you should provide the name and telephone number of the contact person at the agency and await Dr. Slobodzian's approval before proceeding any further.

2. **Making Contact** – Telephone the agency and ask for the contact person cited/email the contact person at the agency. Explain the nature of the course and your interest in a field experience. Explore possibilities for your contribution to specific agency objectives or projects.

3. **Site Visit and Interview** – If necessary, schedule an agency site visit and interview prior to beginning your field placement. You should work with the site supervisor to develop a mutually acceptable plan for the field experience. This plan should include specific learning goals, activities and/or projects, specific agency expectations for student performance, and a detailed calendar for completion according to the instructor's timeline.

4. **Feedback** – You should seek on-going feedback from the site supervisor during the field experience. At minimum, a feedback meeting should occur at the mid-point of the experience. Any problems should be brought to the instructor's attention immediately.

5. **Verification and Evaluation** – You are responsible for ensuring that the field experience supervisor completes the *Field Experience Verification and Evaluation Form.* ***Once signed, the***

form must be returned to you in a sealed envelope, which is then returned to the instructor on the assigned due date. You must also complete a separate field experience evaluation form that will be included in your reflective journal document.