

# Form A: PLANNING

Experience # _____
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Complete this form and bring it to your advisory teacher for approval.

Student \_\_\_\_\_ Advisory Teacher \_\_\_\_\_  
 Grade \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
 Experience \_\_\_\_\_

<b>Supervisor Name</b>	<b>Title</b>
<b>Supervisor Email</b>	<b>Contact #</b>
<b>Organization Name</b>	
<b>Organization Address</b>	

**Goal** – Why did you choose to participate in this experience?

  
  
  
  
  
  
  
  
  
  

**Learning Outcomes** – Please check your targeted learning outcomes. One activity has the potential to meet 1-2 outcomes. You will discuss your selected outcomes in your reflection.

*Participating in this activity will help me...* (check one or two)

- Awareness** - Become more aware of my own strengths and areas for growth
- Challenge and New Skills** - Undertake challenges and develop new skills
- Initiative** - Discuss, evaluate and/or plan student-initiated activities
- Perseverance** - Show perseverance and commitment
- Collaborate** - Work collaboratively with others
- Global Value** - Engage in activities with global significance
- Ethics** - Consider the ethical implications of my actions

Received/ Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**Please have your advisory teacher sign off on this to ensure that your experience will be approved.**

**Form B: TAKING ACTION**

<b>Experience #</b> _____
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Dear Service Experience Supervisor,

Thank you for providing this opportunity for an MLC student to participate in Service as Action. Would you please complete the Supervisor section of this form to certify the participation of our student?

Thank you,

The Faculty and Staff at the Metropolitan Learning Center, Bloomfield, CT 06002 (860)-242-7834

**MLC Student** - Please log hours as you serve. Use additional paper if needed.

<b>Student Name</b>		<b>Grade</b>	
<b>SA Experience</b>			
Date	Start Time	End Time	Total Hours

**Supervisor** - Please complete the section below.

The student completed a total of \_\_\_\_\_ hours of service.

Please comment on the student's progress, activity and/or commitment.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **EVIDENCE and REFLECTION**

Experience #  
\_\_\_\_\_

Students complete a reflection and show evidence at the end of each SA experience. The reflection must use *specific* examples and evidence to demonstrate growth and should reference the learning outcomes selected on the proposal.

### **Evidence**

For each of your experiences, you will want to show evidence of your participation. Collect evidence in a format you are proficient in managing and sharing with your teacher. Examples include:

- Journals kept during work – these can be paper or electronic.
- Video. You can make a video of the event, during the event or create a video reflection after the event.
- Photos
- Links or websites that showcase the event
- Files (ex. E-mails verifying participation, certificate of participation, thank you letters, etc.)

### **Reflection**

You may complete an open-ended reflection using the guiding questions below, or answer the reflection questions found on the last page of this handout.

- Describe the experience you had. What did you feel, think, notice or wonder?
- What value did the experience have? How could you continue your involvement?
- Identify the learning outcomes you selected. What did you do that helped you meet the learning outcomes?
- Provide *specific* examples of your growth as a result of participation in the activity.

**Reflection Questions** *(Optional - in place of open-ended reflection)*

Experience #

\_\_\_\_\_

1. What learning outcomes did you have for this experience? *(Refer to Form A)*
2. Summarize what you did in this activity/project and how you interacted with others.
3. How successful were you in achieving goals that you identified for this experience? Explain.
4. Identify any difficulties you encountered. How did you overcome them?
5. What did you learn about yourself and others through this experience? What abilities, attitudes, and values have you developed as a result of participating in this experience?
6. Did anyone help you to think about your learning or guide during this experience? Who, and how?
7. Explain what you would do differently next time (if you were/had the opportunity to do it again)?
8. How can you apply what you have learned in other life situations?
9. How did you manage to balance your time with your school work and other activities?
10. How did this activity contribute to growth in terms of your learning outcomes? For each learning outcome that you selected, provide specific examples of growth for each.