

Community-Based Learning Placement Selection Process

Step 1: Review the potential community partners for your course.

Read about the potential community partners selected for your course on the Donelan Office website at:

<http://holycross.edu/engaged-learning/donelan-office-community-based-learning/community-based-learning-students/community>.

Step 2: Complete the google form for your course to sign up for your top two community partner preferences. Complete this form by Monday, January 31st.

Wait to hear from Mattie Carroll (Experiential Learning Fellow of the Donelan Office) with your final community partner assignment (contact the CBL Office [communitybasedlearning@holycross.edu] or visit the CBL Office in Smith 322 if you have questions about the community partner options for your course).

Step 3: Complete any necessary pre-service requirements for your community partner. Mattie Carroll will let you know if you have any pre-service paperwork and/or a virtual orientation meeting to attend with your partner. If you are already on campus, you can complete the pre-service paperwork in the Donelan Office during the designated office hours. If you are isolating or have not yet returned to campus, you can work with Mattie to complete the paperwork virtually. All paperwork must be completed by **Friday, February 4th**. Office Hours for completing pre-service requirements are listed below, and **you will sign up for the office hours that work for your schedule in the sign-up google form. Please bring your schedule and driver's license (or another government-issued ID), as well as your social security number, to the Donelan Office when you come for office hours** (in case the site you choose requires you to fill out a CORI or other paperwork immediately).

Office Hours: Tuesday, February 1st, 10am-12pm; Tuesday, February 1st, 2pm-4pm; Wednesday, February 2nd, 12-2pm

Step 4: Get connected with your community partner.

Mattie Carroll will connect you via email with your partner. Respond to this email to introduce yourself to your community partner, to confirm whether space is available for you at their agency, and to confirm details pertaining to your start date and time. **If you don't hear from Mattie and/or your community partner by February 9th, please contact the Donelan Office.** If you learn that your agency will not be able to accommodate you, contact the Donelan Office immediately to discuss alternatives.

Step 5: Investigate transportation options to your placement site.

Detailed information about transportation options can be found at:

<https://www.holycross.edu/maps-directions-transportation-and-parking/transportation>. On January 25th, Holy Cross is launching a transportation app, HC Go. If you are in need of transportation, CBL shuttles will be scheduled by you in the HC Go app. It is the same shuttle service you've used before, but with new bells and whistles! Using the HC Go app, book rides straight from your phone, get picked up in minutes, and travel to your site safely and back. To sign up, download the HC Go app then head to the Promo Codes page in the app menu and enter your personalized HC passcode. The passcode for CBL will be sent to you via email from the Donelan Office. Do not share this code with others.

- Get it on Google Play: <https://play.google.com/store/apps/details?id=holycross.rider> App
- Download on the Apple App Store: <https://apps.apple.com/us/app/hc-go/id1589914187>

Step 6: Submit your registration form to the Donelan Office (no later than February 11th).

Once your preferred agency confirms that they will have space for you and has confirmed your schedule, notify the Donelan Office of where you will be doing your community-based learning by filling out a CBL registration form. The registration form is a Google Form and should be submitted online: <https://forms.gle/hddFU1uSjRpVkcZaA>. If you are under the age of 18, you will need to submit a hard copy of the form to the Donelan Office.

Spring 2022 CBL Calendar

Tuesday, January 25th:	First day of classes
Friday, February 4th:	Deadline to sign up for CBL Placements
Friday, February 11th:	Registration forms due for most students
Wednesday, February 23rd:	CBL Dialogue Session: "Toxic Charity; Introduction to CBL" (6pm, Hogan 406)
Wednesday, February 23rd:	Marshall Fund Deadline
March 5th - March 13th:	Spring Break
April 14th - April 18th:	Easter Break
Wednesday, April 20th:	CBL Dialogue Session: "Celebrating 20 years of CBL & Looking Ahead" (6pm, Hogan 406)
Wednesday, April 27th:	Academic Conference
Monday, May 9th:	Last day of classes and last day of CBL for the semester (unless otherwise arranged with your supervisor)

Expectations of CBL Students

COVID-19 Policies and Procedures

Students are expected to follow both Holy Cross' and community partners' COVID-19 policies and procedures, complying to the more stringent policy should the policies differ (e.g., if Holy Cross is requiring surgical-style masks, KN95, KF94 or N95 masks and the community partner isn't, students should still wear the mask that meets Holy Cross' requirements). Should students need to isolate or quarantine because of possible exposure to COVID, students are not expected to attend CBL in-person. If isolating/quarantining students are able to attend CBL virtually instead of in-person, they are expected to do so. If students are volunteering in-person with community partners, students are required to be fully vaccinated. Students should contact the Donelan Office if they have questions about their vaccination status and whether it may impact which community partners students can work with this semester.

Communication

You are expected to be prompt and professional in your communications with community partners and the Donelan Office. Community partners and the Donelan Office will be reaching out to you at the beginning of the semester regarding sign-up logistics, as well as throughout the semester with important information you may need for volunteering. We ask that you be attentive and responsive to these communications. Want tips on communicating effectively over email? Check out the presentation, "Writing emails for college and work" at: https://www.holycross.edu/sites/default/files/copy_of_writing_emails_for_college_work.pdf by the Center for Writing.

Attendance

You will be expected to attend your CBL site according to the schedule you arrange with your site supervisor or professor. You will be expected to contact the CBL staff and your site supervisor one week in advance if you are not able to attend your site as scheduled, except in the case of illness or emergency. Every effort should be made to "make up" missed time as possible within the context of your site. **Your site supervisors may choose to share feedback on your attendance with your professor and/or the CBL Office.** Inconsistent attendance will jeopardize your eligibility for the CBL Transcript Designation.

CBL Registration Form

After you have received confirmation on your CBL placement site, submit a registration form to the Donelan Office via the google registration form: <https://forms.gle/hddFU1uSjRpVkJCzaA>. Without submission of this form, neither the Donelan Office nor your professor officially has a record of your CBL site and schedule. Registration forms are due by February 11th.

Transportation

Detailed information about transportation options can be found at:

<https://www.holycross.edu/maps-directions-transportation-and-parking/transportation>. Holy Cross is launching a transportation app, HC Go. If you are in need of transportation, CBL shuttles will be scheduled by you in the HC Go app. It is the same shuttle service you've used before, but with new bells and whistles! To sign up, download the HC Go app then head to the Promo Codes page in the app menu and enter your personalized HC passcode. The passcode for CBL will be sent to you via email from the Donelan Office. Do not share this code with others.

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Agency Policies and Procedures

Comply with agency policies and procedures, including CORI background checks, attendance policy, dress code, and confidentiality policy (if applicable).

CBL Transcript Designation

Students taking a placement-based CBL class may be eligible for a CBL designation on their transcript. Eligibility will be determined by the Donelan Office and based upon whether the class meets all CBL designation criteria and whether the student is engaged in the community for a time commitment equivalent to at least two hours per week throughout the semester (including a reasonable amount of transportation time).

Questions or Concerns

Contact your professor or the Donelan Office (communitybasedlearning@holycross.edu) if you have any CBL-related questions or concerns.