



**Richland One Middle College
Student Success Program**

Ms. W. Lewis, Coordinator

Office: (803) 738-7126

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SERVICE-LEARNING REQUIREMENTS

The Student Success Community Service Program designed to provide Richland One Middle College students volunteer opportunities to serve the greater community. The basic requirements of the program include, but are not limited to the following:

- ❖ Complete a minimum of 90 hours per academic year of outside community service – (*These are hours of service inclusive of those completed in school through school-wide days of service.*) Students wishing to graduate with Community Service-Learning Honors must successfully complete an additional 90 or more hours of service.
 - **Your hours must be a combination of the following:**
 - **45 hours within your career cluster (identified during your annual IGP)**
 - **15 hours – ROMC structured community service (ex. School Wide Day of Service)**
 - **15 hours – Student choice outside of ROMC (ex. Volunteering with your local church)**
 - **15 hours – Assisting ROMC faculty/staff (ex. Peer Tutoring)**
- ❖ Maintain a log of independent community service hours to be signed and verified by both the student and the adult supervising the community service. The required minimum service hours are to be completed and submitted to the Student Success Coordinator in accordance with the following timeline:
 - **Thursday, October 24, 2019 – 30 hours**
 - **Friday, January 10, 2020 – 60 hours**
 - **Tuesday, March 31, 2020 – 90 hours**
- ❖ Complete Naviance assessments (Strength Explorer, Do What You Are 2.0 and Learning Style Inventory) to begin to develop ideas regarding life beyond high school. Naviance username and passwords will be given to students the first week of school.
- ❖ Attend Student Success Seminars in which students receive professional development and coaching in workplace competencies and life skills.
- ❖ Participate in Internships/Mentorships and Work Based Learning whenever possible as identified by the Student Success Coordinator in cooperation with local business and industry.
- ❖ The independent logs are to be maintained by the student and signed off by the Independent Supervisor and Student Success Coordinator, respectively. **All logs and journals are due on or before Tuesday, March 31, 2020.** NOTE: Students may continue to accrue community service hours beyond the March 31st deadline; however, the minimum requirement of 90 independent hours must be completed and submitted by Tuesday, March 31, 2020.

Service-Learning Journal Criteria:

- ❖ Typed, ***no less than*** three (3) to five (5) pages in length with proper grammar and punctuation.
- ❖ Proper Heading with Title, Student's Name and Date (***in the header not the body of the paper***)
- ❖ One-inch Margins (top, bottom and sides)
- ❖ Double-spaced
- ❖ Times New Roman – 12-point font
- ❖ The content of each journal must include, but is not limited to:
 - An overview of the event/experience (include anything that was unique)
 - Express your personal feelings/thoughts about the experience (explain why you felt a particular way; give examples)
 - Discuss how this experience builds character and/or relates to classroom or life lessons.
 - Discuss how you can apply what you have learned.

INTRODUCTION TO NAVIANCE

The Student Success Program in concert with Guidance utilizes NAVIANCE, an internet-based program through which many of the Student Success Program tasks and Guidance functions are completed. Within the first week of school, students will be introduced to a component of this internet-based program through NAVIANCE entitled Family Connection. A short description of the program is listed below. Students will complete an interest inventory and learning style inventory to begin to develop ideas regarding life beyond high school.

Students will be given an individual registration code during class and will create a personalized log-in using an email address or username. Please ask your student about Naviance, and then log-in together and explore this website, <http://connection.naviance.com/romc>.

If you would like to meet with your Counselor to review any of the information, please contact us by email through the "Contact Us" link on the Family Connection website or call the Guidance Office at 803-738-7116 to schedule an appointment.

FAMILY CONNECTION

Family Connection from Naviance provides a powerful interactive link between school and home with an individualized, customized, secure website that supports planning and advising for Richland One Middle College and beyond. Family Connection helps students and parents make better decisions about courses, college opportunities, and career plans through information sharing and search engines as well as personalized inventories and surveys. It is designed as a useful tool that can be updated and revised throughout high school.

Specific features include:

- Starting a resume at "My Resume" by listing activities and awards.
- Narrowing the college search by completing the survey under "College Search".
- Gathering information about colleges through "College Lookup".
- Building a customized list of colleges, you are interested in under "My Colleges".
- Providing additional information under "Resources" for Financial Aid, Test Preparation, College Athletics and Military Information.

NAVIANCE Student Personalized Login: _____

NAVIANCE Password: _____



Richland One Middle College

Work-Based Learning Agreement (2018-2019)
 316 S. Beltline Blvd., Richland Hall Room 139A
 Columbia, SC 29205
 803-738-7126

Last Name	First Name	Student ID	Date
Street	City and Zip Code	Age	Date of Birth
Home Phone	Cell Phone	Email Address	

I understand and agree to the requirements for the Work-Based Learning Program. I agree that:

- This is a program that provides me an opportunity to intern on an unpaid/paid basis with an organization closely related to my career choice.
- I am required to turn in my hours signed by my employer weekly or pay stubs to the WBL Coordinator.
- I will remain at the internship 1-2 semester(s) for a minimum of 40 hours. Failing to meet this requirement could result in not receiving credit for the internship.
- If I quit my position without written permission from the WBL coordinator or if I am dismissed from my job for misconduct, I will not receive credit for the internship.
- I will contact the WBL Coordinator if I have any problems or questions about the requirements or workplace.

I acknowledge that I have read this entire document and agree to the conditions and requirements.

Student Signature	Date
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My parent/guardian agrees to provide transportation and understands that school personnel will not be present at the site. Parent/guardian agrees that the District nor the school shall be liable for any injuries sustained by the student while participating in this program.

Parent/Guardian Signature	Date
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Safety instructions will be provided by the worksite. The worksite shall conform to all federal, state, and local regulations and provide the student with a variety of learning experiences. The worksite supervisor will discuss with the WBL Coordinator any issues that may arise with the intern. The worksite supervisor agrees to complete and submit the WBL Evaluation form directly to the WBL Coordinator within the first 20 hours completed as well as at the completion of the internship.

Worksite Supervisor Signature		Date
Name of Worksite	Worksite Address	
Supervisor/Mentor Name and Job Title	Supervisor/Mentor Email	
Worksite Phone	Paid (Yes/No)	State Date
Job Description		



Richland One Middle College

Work-Based Learning Hours Report/Time Sheet
316 S. Beltline Blvd., Richland Hall Room 139A
Columbia, SC 29205
803-738-7126

Student Name		Student ID
Worksite		Worksite Address
Supervisor/Mentor	Supervisor/Mentor Phone	Supervisor/Mentor Email Address

Attach a copy of your pay stub (if applicable) and return completed, signed form to Ms. Lewis (Room 139).

Date	Number of Hours Worked	Supervisor's/Mentor Initials

Supervisor's Signature: _____