

January 6, 2007

Dear Community Partner:

Thank you for allowing my student to volunteer at your organization. I hope this will be an ongoing and positive relationship between us!

This Service-Learning project is one of the students' options for completing the requirements of an Eastern Civilizations history course. What is Service-Learning? It is a pedagogical method which combines community service with academic instruction. In this particular case, it is a way for a student to actively gain experience and knowledge of related cultures, while contributing to your specific organization and the general health of the community.

To complete this assignment, the student must:

- Have the site supervisor (you) sign the placement agreement at the beginning of the term and return it to me.
- Complete at least ten hours of volunteer work
- Keep a journal.
- Have the supervisor (again, you) fill out the evaluation form and return it to me at the end of the service (by March 14, please)
- Write a 3-4 page essay
- Tell the class about the experience

On the back of the placement agreement is listed the duties of students, community sites, and instructors. Please be sure to read this before you sign the placement agreement, and make a copy for yourself.

PCC has developed a website for service-learning that you may be interested to visit: www.pcc.edu/servicelearning. Also, please do not hesitate to contact me with any questions or concerns.

I thank you for giving my student this opportunity to learn more about history in an active manner, and my hope is that it will be of benefit to your organization as well.

Sincerely,

Sylvia Gray
Instructor of History
503-977-4073
sgray@pcc.edu