

Biology Connections Project Instructions and Scoring Guide

Instructions

During this quarter, you will complete a “biology connections” project with the community organization, agency, or other group of your choice. This project is your opportunity to explore and experience different niches in **your field or related fields** and to begin to see why you need to understand biology.

Choose an appropriate agency or organization – Each of you are required to serve a minimum of 10 hours with an appropriate agency or organization, which will be documented by a supervisor verification card. You will also create objectives to be agreed upon with your service agency contact person in your 4th week progress report. Try to choose a situation that allows you to explore your intended career or an area of interest. For examples, a psychology major may be interested in counseling and may want to volunteer at the Cascade AIDS Project, Outside-In, or many other outreach organizations; an early education major may want to work with a preschool or Head Start program to develop activities that allow children to explore and learn about nature; a business or marketing major might want to find out about ecotourism or pharmaceutical sales; an artist might want to explore the use of painting or drawing by patients in a hospital. Be flexible and open-minded. If you have difficulty securing a position, then you may want to ask a professional in your intended field for suggestions and/or discuss your situation with your laboratory instructor. For volunteer ideas, check out this PCC web page <http://www.pcc.edu/resources/service-learning/>. Your lab instructor prior to the experience must approve the specifics of your project. You have many options, but it may take a number of phone calls or other research to find a good fit.

Instructor Approval - Run your agency/organization choice by your lab instructor for approval. You are required to turn in progress reports during weeks 4 and 8. Two separate forms have been created for this purpose. The forms require you to clearly and completely introduce your choice of agency or other organization, a contact person, their signature, and phone number, your intended schedule, objectives (to be agreed upon with your service agency contact person) and should begin describing how your project connects to your major, career, or intended career and to biology. **Deadlines for turning in your progress reports are the ends of weeks 4 and 8.**

Project Journal - The information and experience that you obtain should require the term to obtain and reflect upon. You have until the last lab to complete your project and to document your experience in a journal. Your journal, which can be computer generated or hand written into any type of book/notebook you prefer, should describe your experiences and reflections. You may include writing, artwork, procedures observed, equipment used, techniques seen, pictures, sketches, advice obtained, etc. You should have one journal entry (about a page) **per each hour served**. Your journal may include questions you have about the work that you are doing, anything you are curious about, details of your project activities, something new that you have learned, and feelings about your experience. You should also do further research about your agency or the type of work being done. Describe how their work is valuable to the community and how your work there fit with their goals. Make sure to write enough detail such that you may later (next week or next year!) refer to your journal and remember your experience clearly.

Biology Connections Project Sharing Day- During the last lab, you will be given 5 minutes to share your project with your classmates and lab instructor. You should be able to answer questions about your experiences and your organization, tell us the value of the work you performed, what your agency does and how their work is valuable, and how what you did relates to biology. You may use cue cards during your presentation, but try to be as professional as possible. Your presentations should include a visual or interactive component, such as video, multi-media, x-rays, brochures, activities, demonstrations, etc. Please inform your lab instructor of your A-V or other special needs ASAP. Blank transparencies, overhead pens, easels, overhead projectors, chalk, VCR and monitor, slide projectors, and a few other materials are available for your use, if requested at least 48 hours prior to your presentation. Inviting your service agency contact person is encouraged--please inform your lab instructor if your contact person plans to attend!

Project Scoring Guide--You will be assessed for the following components on this scale: 5 = excellent; 4 = good; 3 = average; 2 = needs some work; 1 = needs lots of work; 0 = not present.

Appropriateness of Connections Project: Project is related to student's major, potential career, interests, and this is clear in the student's objectives; project has some aspect that is related to topics in Biology 101; project contributes to the knowledge of classmates; project does not rely upon family or friends; and was approved by the student's lab instructor.

5 4 3 2 1 0

Progress Reports: Completely introduces the student's choice of agency or other organization, their work there, a contact person, their signature and phone number (and/or email), intended schedule, objectives, some idea of how the project connects to biology and the big questions related to the work you did, and how professionals in this field may need to use this biological information. The 8th week report created for the service agency is clear, and reflects appreciation of the agency for providing these experiences.

5 4 3 2 1 0

Progress Reports: Show good effort and are turned in to the student's lab instructor on time.

5 4 3 2 1 0

Project Journal: Student has kept a project journal that documents each of the hours spent with their chosen organization or agency. The journal is readable, understandable and potentially beneficial to the student even one year after the experience.

5 4 3 2 1 0

Project Journal: The journal includes descriptions of the student's experiences at their chosen organization or agency and reflections on these experiences. Student included how their work was valuable to their agency/community partner, how the work of their service agency is important to the community at large, and how their work related to biology. The journal may include writing, artwork, procedures observed, equipment used, techniques seen, pictures, sketches, advice obtained, etc. The student should pick up their journal by the end of finals week.

10 8 6 4 2 0

Presentation Content: The project presentation was clear, well explained, and understandable. The presentation reflected good planning, development of knowledge and experience over the quarter, and a high level of knowledge about the agency/organization chosen for the project. Students should be able to clearly articulate the value of their community partner's work to the community at large.

5 4 3 2 1 0

Presentation Content: The presenter is capable of answering questions after the main presentation and explaining their choices regarding their chosen agency or organization and/or project at that agency or organization. Students should be able to articulate the value of their own work to their service agency/organization and the relationship of their work to biology.

5 4 3 2 1 0

Graphic/Visual Aid Design: is visually appealing, "professionally" assembled, and aids our understanding of the experience and/or agency or organization. Having the service agency contact person graciously attend your presentation is welcomed.

5 4 3 2 1 0

Peer Reviews: Written comments are made for all fellow lab-mates regarding their project presentations. Comments include good positive feedback and polite constructive criticism.

5 4 3 2 1 0

Total Pts: ____/50 **Comments:** _____

Week 4 Progress Report Form: Students should complete this form with their service agency contact and give the white copy to their laboratory instructor by the end of the 4th week!

Student's Name:	Intended Major:
Intended Career/Job:	
Service Agency or Group:	
Service Agency Contact Name, Phone, and email address:	
Intended Service-Project Schedule (dates and times):	
<p>Objectives (to be agreed upon with your service agency contact person): [Hint: Describe what you hope to learn and accomplish for yourself, your agency, and how biology may tie to any of this. Add more sheets, if needed.]</p> <ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____ • _____ • _____ • _____ • _____ 	
<p>and to provide feedback to my service agency regarding my volunteer experience consisting of a completed 8th week progress report form that my service agency contact person will receive.</p>	
Service Agency Contact Signature:	
X _____	Date _____

White Copy → Lab Instructor, Yellow Copy → Student, Pink Copy → Service Agency/Organization

Service-Learning Agreement for You! ☺

Instructor's Name _____

Instructor's Contact Information _____

Due Date: Last lab

Service hours required: 10

The Student Will:

1. Be responsible for the agreed service hours. Call ahead if you will be late or unable to attend a scheduled service shift.
2. Follow all policies of the site, including health and safety precautions and confidentiality.
 - Do not go beyond the scope of assigned responsibilities. Use judgment in refusing risky or inappropriate requests and situations.
 - Do not work in a room alone with a child or other client, or transport a child or other client, unless screened and cleared by the site.
 - We recommend that students carry health, accident, and auto insurance, as they are not covered under any college insurance policy.
3. Inform the site supervisor of the learning objectives that you have created with your service agency contact, in order to connect your service experience with the course.
4. Notify the supervisor and/or the instructor of any concerns or changes.

The Community Site Will:

1. Provide position descriptions, outlining expectations.
2. Provide orientation to the program and appropriate training for the position.
3. Provide necessary space, equipment, and materials for the student to function effectively.
4. Have clear risk management and personnel policies and procedures in place, and include these in student training. We recommend that the community site have volunteer accident and liability coverage. If students are involved in transporting children or clients, they should be covered by the community site insurance policy.
5. Provide a supervisor to guide and evaluate the student. Clarify procedures for the student to report problems, to get assistance, or to make suggestions.
6. Relate the student's service assignment to the student's learning objectives, keep a record of student hours, and sign the Week 4 Progress.
7. Notify the student and/or the instructor of any concerns or changes.

The PCC Faculty Member Will:

1. Approve the service-learning opportunity and help students and service agency contacts write learning objectives for the student.
2. Orient students to the purposes of service-learning, its relation to the course, and the importance of commitment and respect at the service site.
3. Stress the importance of students finding placements at the beginning of the quarter.
4. Ensure a solid service-learning experience by providing opportunities for students to reflect on their service and integrate it with the course.
5. Notify the student and/or the site supervisor of any concerns or changes.

Service-Learning Agreement for the Community Site

Instructor's Name _____

Instructor's Contact Information _____

Due Date: Last lab

Service hours required: 10

The Student Will:

1. Be responsible for the agreed service hours. Call ahead if you will be late or unable to attend a scheduled service shift.
2. Follow all policies of the site, including health and safety precautions and confidentiality.
 - Do not go beyond the scope of assigned responsibilities. Use judgment in refusing risky or inappropriate requests and situations.
 - Do not work in a room alone with a child or other client, or transport a child or other client, unless screened and cleared by the site.
 - We recommend that students carry health, accident, and auto insurance, as they are not covered under any college insurance policy.
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Week 8 Progress Report Form: Each student should complete and turn this form in to their laboratory instructor by the end of 8th week! Continue on another sheet, if the space provided is too small.

Your Name:
Service Agency or Group:
Brief Service Project Description (What kind of work did you do? Where was the work performed and with whom?):
How was this work helpful or important to this organization?
Are there questions that you can now answer? Do you have any new questions?
What are some connections or relationships to biology that you discovered or learned more about through your experience?
How might an understanding of biology benefit someone working in this field? What specific biology concepts do you think would be important for them to understand?
How was the work of this service agency/organization valuable to its surrounding community? Did you enjoy being a part of this agency/organization?
What was your overall impression of your project/work experience? What did you enjoy most? least? Would you want to do this type of work again? Why or why not?

White Copy → Lab Instructor, Yellow Copy → Student, Pink Copy → Service Agency/Organization

Volunteer Experience Verification Form

This student is currently enrolled in Biology 101 at Portland Community College, Sylvania. This volunteer experience fulfills the Biology Connections Project course requirement. A supervisor's verification is needed to document this experience. If you have any questions, feel free to contact April Fong (503) 977-4422 or email afong@pcc.edu. In addition to this card, please sign the 4th week progress report and the 8th week progress report. Thank you for supervising this student and giving them valuable guidance and experience.

Student's Name _____

Project Description _____

Service Agency _____

Service Agency Contact Name _____

Service Agency Contact Phone _____

Log

Date	Hours	Brief Description of Activities	Service Agency Contact Signature

Total Hrs. _____