Day in the Life (DITL) Community Service Learning
# DITL Handbook for Students and Sites

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WELCOME

Welcome to Day in the Life (DITL), a Community Service Learning initiative administered by the Curry School of Education. DITL supports teaching and learning by connecting students with opportunities to serve the community. Our program coordinates and facilitates service site selection to meet the needs of classroom requirements and community needs. Our community partner sites in Charlottesville City schools, Albemarle County schools and area community agencies have a need for talented and committed college students to support academic development and achievement among local K12 students. UVa students engage in experiential learning and community service through academic support in classrooms, homework assistance in after school settings, coaching chess education, and facilitating positive youth development. This handbook is a useful tool for DITL participants and community partners to understand the program purpose, goals, procedures and expectations.

The DITL Staff are here to facilitate the developmental and logistical functions of the program. We work collectively with University faculty and community partners to connect classroom learning with real world experiences. We strive to make service experiences beneficial for all involved - university students, schools, K12 students, and the community at large.

Thank you for your commitment to education and service!

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DITL PROGRAM OVERVIEW

Program Description
The Day in a Life Program (DITL) is a community-based initiative created to address the disparity in academic performance among youth in Charlottesville and neighboring schools. Through service learning and community service, UVA students provide classroom and homework assistance to local K-12 students.

DITL facilitates site placement, tracking of service hours, and preliminary orientation for working in the schools and community agencies. Site supervisors provide oversight of tutors, on-site orientation, and certification of hours served.

Program Mission and Aims
The Day in the Life Community Service Learning Program aspires to enhance the undergraduate student experience through the integration of academic theory and classroom learning with experiential learning opportunities that support community needs and encourage civic engagement.

The aims of the DITL are to:

- enhance the collegiate learning experience
- expose UVa participants to aspects of classroom life
- help students understand and appreciate the responsibilities of a teacher
- expose students to social issues, community needs, and civic engagement
- offer academic assistance and support to local K-12 students.
- promote academic success and collegiate aspirations among local youth via placing college students in schools to offer classroom support, homework assistance, positive youth development and interaction

Program History
The University of Virginia’s Community Relations Office started the Day in the Life Program in 2002 following an outcry from local residents that the University of Virginia neglected opportunities to influence positive racial relations and support local youth development. Appeals for help were expressed frequently during a year-long series of conversations in a prominent local African American church.

Initially conceived as a mentoring program, UVa students were matched one-on-one with local youth and, together, they explored “a day in the life” of a University student by participating in academic, cultural, athletic, and social events together. At the end of the program’s first year, 44 UVa students mentored and tutored 45 local youth at three community sites.

In 2004 program leaders began exploring adding Day in the Life as a tutoring service component in UVa courses. Bob Covert, associate professor of education, who taught “Multicultural Education,” was the first faculty to include the service opportunity in his classes. By adding the service learning component, the number of UVa students participating grew substantially in the program’s third year, rising to 207
students who provided more than 2,030 hours of service to 217 local youth at ten Charlottesville sites. With the strong connection to UVa’s Curry School of Education, the Day in the Life Program has been providing mentoring and tutoring services to area youth since 2004.

Over the years, other professors throughout the University have added Day in the Life in their courses. They include Ellie Wilson, Stephen Plaskon, Mo Gaffney, Stanley Trent, Rebecca Kneedler, and Gail Lovett in the Curry School; Bradford Wilcox in sociology; and Bradford Bennett in the Orthopedic Surgery Research Center. The professors either require or encourage their students to devote between 6 to 15 hours per semester to tutoring local youth.

In January 2014, the DITL program secured administrative support from the Curry School of Education. Curry will continue efforts to engage collegiate students in teaching and learning opportunities that integrate meeting community needs through service. As a key contributor to educational research, teaching, and community engagement, the DITL at Curry will continue to build upon the commendable foundation and legacy established by committed Community Relations staff and administrators, community partners, K12 educators, and college students.

(cited from historical documents Day in the Life archives)

Program Structure

DITL has three structured components to engage college students in community service learning experiences. These components are Service Learning, Community Service and College Visitations.

**Service Learning** – a teaching and learning tool that integrates hands-on experiences that meet a community need. According to the National and Community Service Trust Act of 1993: service learning is a method under which students or participants learn and develop through active participation in thoughtfully organized service that is coordinated with a school to meet the needs of a community, foster civic responsibility, and integrates the academic curriculum of the participants course work or educational program and included structured reflection activities.

DITL Service-learners earn college credit for participant in service activities that align with course objectives and requirements. Service Learning opportunities with DITL engage students enrolled in Curry School of Education courses in learning about issues concerning education, teaching, and multiculturalism. Each course determines the number of service hour’s students. Courses typically require students to serve one (1) hour per week for a total of 10 to 16 hours per semester. (Students should review the course syllabus or contact the professor to determine specific requirements). Students are encouraged to select sites based on their own interest, skills, expertise, class schedules and site location.

Service learning volunteers should adhere to the administrative and behavioral expectations and requirements of DITL participation.

- Service learning tutors may choose site location and times based on the options listed in the DITL Site Directory (found on the DITL website).
- Service learning tutors must select the number of volunteer hours per week to meet course expectations ( 1 hour per week minimum)
Service learning tutors must attend to initial site orientation and complete all required forms.

Service learning tutors are expected to respond to any emails or survey administered by DITL staff.

Service learning tutors will complete program evaluation survey at the end of each semester of participation.

**Community Service** – volunteer work provided by individuals or an organization to benefit a community or its institutions. DITL Community Service volunteers offer unpaid academic support/tutoring services to local school aged children.

UVA students not enrolled in Education courses may participate in Day in the Life Program (DITL) as a Community Service Volunteer Tutor. Community Service volunteers will not receive course credit for tutoring, however, the benefits are as rewarding.

Community service volunteers should adhere to the administrative and behavioral expectations and requirements of DITL participation.

- Volunteers may choose site location and times based on the options listed in the DITL Site Directory.
- Volunteers may select the number of volunteer hours per week, with a **1 hour per week minimum** commitment.
- Volunteers must attend to initial site orientation and complete all required forms.
- Volunteers are expected to respond to any emails or survey administered by DITL staff.
- Volunteers will complete program evaluation survey at the end of each semester of participation.

**College Visitation Days** – Fitting with the program theme, select middle school students/groups are invited to spend a “day in the life” of an UVa college student. Visitation days typically include tours, attending classes, eating in the dining halls, college student panel discussion, and fun-filled educational activities. Volunteers from UVa student organizations, such as Phi Sigma Pi, assist with facilitating college visitations, tours, and activities.

**Sites/Community Partners**

DITL Sites include several Charlottesville City public schools, Albemarle County Public Schools, and Community Agencies focused on promoting academic achievement and success for high potential students with a need for additional motivation and academic support to achieve higher levels of success.

Most sites are within close proximity to the school, thus students can access sites via walking, biking, or bus. However, when car transportation is needed the DITL program will assist students with finding a carpool (if available). Students can use google maps to assist in identifying walking, bus, and car routes.
PARTICIPANT PROCESS

UVa students should use the following important steps to participate in a DITL service learning/community service opportunity:

Attend Information Session/Overview: Sessions are conducted in each course aligned with DITL. Students not enrolled in an Education course must attend the DITL information session scheduled at the beginning of the semester (check website for session date, time and location).

Review the DITL Handbook and Site Directory: Based on course requirements or personal service goals, student should review the list of DITL sites and tutoring schedule (found in the Site Directory) to determine the best opportunity to suit his/her course requirements and needs. It is best to identify at least 1 or 2 alternate site/schedule selections, in the event the first choice is filled.

Online registration process: Use DITL website (www.curry.virginia.edu/ditl) to complete the online registration form and select a service site and time according to the schedule.

Read Registration Confirmation: Registered participants will receive an email from dayinthelife@virginia.edu to confirm site selection and to direct participants to contact site supervisor (as listed on the DITL Site Directory) to confirm date and time of orientation.

Contact the Site Supervisor: Check the contact information for site supervisors listed in the DITL Site Directory. Speak with or email the site supervisor to confirm the date and time of the site orientation. It is important for DITL participants to attend a site orientation prior to direct contact with K12 students. Site orientation includes learning about the site, reporting and behavioral expectations, completing appropriate volunteer forms and starting the attendance log sheet. Attend Site Orientation: All DITL participants are expected to attend an initial orientation/training session facilitated by the site supervisor/designee at the designated school or community center. All DITL participants will receive the “Acknowledgement of Site Orientation” online survey during the fourth week of the semester. Response is required.

Required DITL FORMS:

Attendance Sign In Sheet – Students will document the hours served each day. At the end of the semester, students will total hours served and ask site supervisor to verify hours. DITL staff will collected all completed logs during the last week of classes each semester (thus required hours must be completed the week prior to the last day of classes).

Acknowledgement of Site Orientation Survey

Mid-Semester Progress

End of Semester Survey

*County Volunteer Form – To volunteer in county (Albemarle) or city (Charlottesville) schools, volunteers must complete the required form. This form authorizes the schools to conduct a sex offender and crimes against minor’s registry check.
GETTING STARTED AFTER SITE ORIENTATION

Report to Site Supervisor
UVa students should report to the site supervisor, upon arrival at the site and use the white DITL binder to sign-in and sign-out each week.

Students should observe the school system calendar to determine school closings and early dismissal schedules. In addition, students should adhere to inclement weather reports of school closings or delayed openings by calling the weather lines: Please call weatherline if you have any concerns about weather related closings. Public schools may close while UVA remains open during inclement weather. When schools are closed, tutoring is cancelled, unless otherwise noted.

- Albemarle County Public Schools Weatherline is (434) 296-5886.
- Charlottesville City Schools Weatherline is (434) 245-2401.

Dress Code and Conduct Guidelines
DITL participants are expected to respect and adhere to the school’s dress code guidelines.

Students shall not dress, groom, wear or use emblems, insignias, badges or other symbols where the effect may distract school aged students, disrupt or interfere with school operations. The following clothing is considered unacceptable and cannot be worn in school:

- Hats or headgear, including bandanas
- Single or double spaghetti-strap tank tops
- Muscle shirts mesh or see through blouses, shirts and skirts
- Overly tight/short clothing (to include shirts, pants, skirts)
- Mini-skirts and mini-shorts. Skirts and shorts need to be fingertip length.

Students are not to use cell phones at any point during tutoring. This has been a problem for many site supervisors in the past, so please remember to leave your phone in the car and turn it off

Do not give personal information to the children you tutor! This also includes links to personal Facebook or other social networking site pages.

Please call/email your site supervisor if you cannot attend tutoring for any reason. Open communication is matter of professionalism and commitment. Site supervisors will report excessive absences or tardiness to DITL staff and faculty. Multiple offensives will lead to dismissal from site and residual consequences to course grade calculations.
**FREQUENTLY USED TERMS AND ABBREVIATIONS**

**DITL:** Day in the Life Community Service Learning Program

**Site supervisor/contact:** Agent with the school or community agency authorized to orient, train and supervise UVA student. Site supervisor is the primary point of contact when reporting time (log), absences, make-ups, or classroom/student issues or concerns.

**CS:** Community Service

**SL:** Service Learning

**ACPS:** Albemarle County Public Schools

**AHS:** Albemarle High School

**CCS:** Charlottesville City Schools – comprised of 6 elementary school preK-4; one upper Elementary (Walker), grades 5 & 6; one middle school (Buford) grades 7 and 8; one high school (CHS) grades 9-12; and alternative programs serving students in several grades.

**CHS:** Charlottesville High School

**DITL:** Day in the Life

**AVID:** Advancement Via Individual Determination

**SOL – Standards of Learning**

**Learning Lab:** After School Study Hall

**CALM:** Charlottesville Abundant Life Ministries

**BAM:** Buford Academic Mentoring

**Zion UBC:** Zion Union Baptist Church

**B-M Elementary:** Burnley-Moran Elementary
DITL PROGRAM CONTACTS:

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