2017-18
Handbook for:
UVA Students & Site Supervisors

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Day in the Life (DITL): dayinthelife@virginia.edu
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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 service-learning by connecting UVA/Curry students with opportunities to serve the community. Our program recruits and matches university students to serve as tutors and classroom assistants in local schools and after-school programs supporting experiential learning in university courses.

Our community partner sites in Charlottesville City schools (CCS), Albemarle County schools (ACPS) and area community agencies have a need for talented and committed college students to support academic development and achievement among local K-12 students. UVa students engage in experiential learning and community service by helping to support kids in classrooms, by helping with homework in after school settings, and by facilitating positive youth development. This handbook is a useful tool for DITL participants and community partners to understand the program’s purpose, goals, procedures and expectations.

The DITL Staff are here to facilitate the developmental and logistical functions of the program. We work collectively with Curry faculty, community partners and students to connect classroom learning with real world experiences. We strive to make service experiences beneficial for all involved - university students, schools, K-12 students, and the community at large.

Thank you for your commitment to education and service!

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**DITL PROGRAM OVERVIEW**

**Program Description**
Day in the Life (DITL) is a Service-Learning initiative administered by the Curry School of Education. DITL facilitates classroom presentations, site placements, and the tracking of service hours for students volunteering for specific Charlottesville City Schools (CCS), Albemarle County (ACPS), and a few community based programs. This led to 340 DITL students volunteering over **3,460 hours of service** last semester (Spring 2017).

Beginning this Fall, DITL will begin to work directly with our Curry classes to identify and specifically match the service–learning experiences in the field to the content of those courses.

Site Supervisors provide oversight of tutors, adequate supervision, 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**
2002: UVA’s Community Relations Office started the Day in the Life Program following an outcry from local residents that UVa 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.

2004 Bob Covert, associate professor of education, who taught “Multicultural Education,” was one the first faculty to include the service-learning 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**.

January 2014-2016, the DITL program was moved to the Curry School of Education, under the leadership of Cheryl Gittens, Ed.D.,
Service-Learning

Service-learning is 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 by a school to meet the needs of a community, foster civic responsibility, and integrate the academic curriculum of the participant’s course work or educational program, and includes structured reflection activities.

DITL Service-learners earn college credit for participation 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 instructor determines the number of service hour’s students must complete. 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). Volunteers must show up until the last day of UVA classes.
- Service-learning tutors must attend initial site orientation and complete all required forms.
- Service-learning tutors are expected to respond to any emails or surveys administered by DITL staff.
- Service-learning tutors will complete a program evaluation survey at the end of each semester of participation.

Sites/Community Partners (2017-18)

DITL Sites include City of Charlottesville (CCS), Albemarle County Public Schools (ACPS), 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.

<table>
<thead>
<tr>
<th>Site Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albemarle High School (AHS):</td>
<td>[38]</td>
</tr>
<tr>
<td>Buford Middle: Adopt-A-Class</td>
<td>[29]</td>
</tr>
<tr>
<td>Buford Middle: AVID</td>
<td>[13]</td>
</tr>
<tr>
<td>Burley Middle: AVID</td>
<td>[12]</td>
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<tr>
<td>Charlottesville High School (CHS)</td>
<td>[14]</td>
</tr>
<tr>
<td>CHS: Becoming a Global Citizen</td>
<td>[107]</td>
</tr>
<tr>
<td>Jack Jouett Middle: AVID</td>
<td>[39]</td>
</tr>
<tr>
<td>Jack Jouett: Boys &amp; Girls After School Club</td>
<td>[22]</td>
</tr>
<tr>
<td>*Rise Together: Walton Middle School</td>
<td>[116]</td>
</tr>
<tr>
<td>*Rise Together: Western Albemarle HS</td>
<td>[117]</td>
</tr>
<tr>
<td>Venable Elementary: Student Support</td>
<td>[85]</td>
</tr>
<tr>
<td>Western Albemarle HS</td>
<td>[87]</td>
</tr>
<tr>
<td>Zion Union Baptist Church</td>
<td>[2]</td>
</tr>
</tbody>
</table>

* Transportation provided
Transportation

**Transportation is the student’s responsibility.** Most Sites are within close proximity to UVA; however, only one is truly within walking distance. The others will require riding a bus, bike or use of a car (car-pooling). Students can use Google Maps to assist in identifying walking, but and car routes.

- If you do not drive, communicate with your classmates & friends, see if you can coordinate your site location & volunteer time with others who have transportation.
- If transportation is needed DITL may be able to identify possible car-pool options.
- New site this semester **Rise Together** is offering transportation.

Participant Process

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

**Review the DITL Handbook and Site Directory:** Based on your availability, students should review the list of DITL sites and tutoring schedules (found in the Directory of Sites (DOS)) to determine the sites that best suit his/her course requirements and needs.

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

**DITL Program Student Assignment Confirmation Email:** Registered participants will immediately receive an email from dayinthelife@virginia.edu to confirm site selection. The email will direct participants to email their Site Supervisor to confirm Site Address, volunteer day & time and your orientation time.

**Registered for the wrong site?** DITL staff will need to manually remove you from a registered site. Forward you DITL Student Assignment email to dayinthelife@virginia.edu, asking to be removed from the site you registered for. Once you have been removed, DITL will email you to confirm that you were deleted. At this time, you will be able to register again for a different site.

**Contact the Site Supervisor:** You will need to Email the Site Supervisor to confirm the date and time of the site orientation. You are required to attend a site orientation prior to direct contact with K-12 students

**Site Orientation:** Orientation should include learning about the site, who you will be reporting to, reporting and behavioral expectations, adequate supervision, appropriate dress code, 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.

**Required DITL FORMS:**

- **Attendance Sign In Sheet** – All registered DITL students are required to document the hours served each day in *(15 minute increments).* At the end of the semester, students will total hours served and ask site supervisor to verify hours. DITL staff will collect all completed and signed Attendance Forms immediately after the last day of classes each semester.

- **Volunteer Forms** – To volunteer for Albemarle County (ACPS) or City of Charlottesville (CCS) schools, volunteers must complete all required forms for each locality.

- **End of Semester Online Survey** – Required by all DITL participants
GETTING STARTED (After your 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.

Adequate Supervision:
As you negotiate your volunteer assignment, always be mindful that you have adequate support and supervision by school teachers and staff.

DITL Participants Communication:
DITL students are often assigned to work with specific teachers for the semester, who may not be your Site Supervisor. It is the student’s responsibility to communicate your service-learning expectations. Always remember that each school/classroom/teacher could have many different community service volunteers working with them at any given time. Alerting teachers that you are DITL service-learning is always encouraged.

DITL Participants should contact the Site Supervisor of absences or tardiness.
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 offenses will lead to dismissal from site and residual consequences to course grade calculations.

School Closing and Delays:
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, and hours cannot be reported.

Albemarle County Public Schools (ACPS)
Weatherline is (343) 296-5886 – Web address https://www2.k12albemarle.org

Charlottesville City Schools (CCS)
Weatherline is (343) 245-2401 - Web address http://charlottesvilleschools.org

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 or 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.
- Adhere to all site-specific dress code and conduct guidelines.
Cell Phones & Social Media:

**UVA 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 at home or turn your phone on silent. Cell phones, recording devices or cameras should always be kept out of reach of students during the tutoring session.

DITL volunteers are never allowed to give personal information to the children you tutor, this also includes links to personal Facebook or other social networking site pages.

DITL volunteers are prohibited from taking photos or sharing any information regarding any students attending the school/community based program. If you need any clarification, please talk with your Site Supervisor.

**DITL Attendance Sheets:**

Complete the top portion of the DITL Attendance Sheet on your first day at your site. Each visit you are required to sign in and complete the row, including the “Total Time Worked”, keeping your time in 15 minute increments.

**Important Dates to Remember:**

- DITL students start to volunteer 9/5/17 (Tuesday after Labor Day)
- DITL Registration Opens 8/30/17 (9:00 AM) & Closes 9/15/17 (9:00 AM)
- All students are required to have completed orientation and begin volunteering by: 9/21/17
**DITL ATTENDANCE FORM**

**UVA Volunteer**
(Print First & Last Name) ________________________________ UVA Comp ID: _______

Curry Course: __________________________ Professor: ________________________ Required Hours: ______

DITL Site Name: _________________________ Site Class/Teacher: _________________________

<table>
<thead>
<tr>
<th>Day</th>
<th>Date worked (xx/xx/xx)</th>
<th>Time In</th>
<th>Time Out</th>
<th>Total time worked (1 hr increments)</th>
<th>Teacher or Class that you volunteered for</th>
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</thead>
<tbody>
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<td>13</td>
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</tbody>
</table>

**Total Hours Worked:**  

Signature: UVA Volunteer: __________________________ Date: __________________

Signature: Site Supervisor: __________________________ Date: __________________

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Please email dayinthelife@virginia.edu or call (434) 924-0748 if you have any questions.  
Last day of tutoring is the last day of UVA classes for the current semester.  
Students are required to make up ALL School & UVA closings (weather or holidays).
### UVA Fall 2017 Academic Calendar (plus DITL Important dates)

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>UVA Courses begin</td>
<td>8/22/17</td>
</tr>
<tr>
<td>DITL Registration Opens</td>
<td>8/30/17 @ 9:00 AM (<a href="http://www.curry.virginia.edu/ditl">www.curry.virginia.edu/ditl</a>)</td>
</tr>
<tr>
<td>DITL Students begin to volunteer @ their registered sites.</td>
<td>9/5/17 (Tuesday after Labor Day)</td>
</tr>
<tr>
<td>Add/Drop</td>
<td>ADD: 9/5/17 DROP: 9/6/17</td>
</tr>
<tr>
<td>Curry Faculty Status Report: Report sent to Curry Faculty showing which students are enrolled in DITL as of 9/7/17.</td>
<td>9/8/17</td>
</tr>
<tr>
<td>DITL Registration CLOSES:</td>
<td>9/15/17 (9:00 AM)</td>
</tr>
<tr>
<td>UVA Reading Days: Volunteering optional</td>
<td>10/2 – 10/3/17</td>
</tr>
<tr>
<td>All students must have completed your site orientation:</td>
<td>9/21/17</td>
</tr>
<tr>
<td>Site Supervisors: Email DITL a list of students who have not completed your site orientation by 9/21/17.</td>
<td>9/22/17</td>
</tr>
<tr>
<td>ACPS, CCS &amp; UVA: Thanksgiving (no students)</td>
<td>11/22 – 11/24/17</td>
</tr>
<tr>
<td>UVA Courses End (last day for DITL volunteers)</td>
<td>12/5/17</td>
</tr>
<tr>
<td>DITL Attendance Sheets will be picked up from each site.</td>
<td>12/6/17</td>
</tr>
</tbody>
</table>

**Albemarle County Public Schools (ACPS) & Charlottesville City Schools (CCS):**

**Students are scheduled to be off (no students) as of 8/23/17:**
- Monday, Sept 4 (Labor Day, no students)
- Friday, Sept 22;
- Friday, Oct 27;
- Monday, Nov 6; Tuesday, Nov 7