

Pacific International Academy at Marylhurst University ESL + Service Learning Program Details

Guidelines

- Students each must take 2 placements, unless we find a unique placement who needs 20 hours each week (very rare)
- Some placements cannot offer enough hours, in which case students will need to take 3 placements
- All placements are non-profit organizations
- Not all placements are guaranteed
- The teacher has the right to refuse a student a placement, based on their performance or their behavior

Service Learning Class

(During the ESL 10-week Term – every Monday for 9 weeks from 3:15pm – 4:45pm)

Course Description: This 9-week course starts during the second week of the normal 10 week term and meets every week for 1.5 hours to prepare for the placements and interviews. We go over the placement options and allow students to request any ideas that are not represented on the list. Students will choose 3-4 placements and are placed in 2 of them. Over this time, students will prepare a resume, which will require multiple rewrites based on the teachers' editorial guidance. Students also will write 2 cover letters, one for each of their placements. Students will also write reflections and prepare a business presentation on one of their two placements. We will discuss the placement meeting process, and practice answering common interview questions. Participation and attendance is mandatory.

1st week: Students are told that they can request types of placements that they would like, so long as there is a non-profit available

2nd week: Students get a list of placements to consider

3rd week: Placements are described in more detail, and students ask questions

- Resumes begin
- Students are told that this is the last week they may ask for types of placements that they would like the teacher to search out for them

4th week: Students choose their top 3 placement choices for the teacher to consider

- Teacher emails placements to make arrangements
- Teacher considers whether the student is suitable for the placement of their choice and discusses this with them if needed.
- In the case of students who are not doing their assignments, they may get refused their first choices, even without competition. They are asked to find another choice.

5th week: If any competition exists between student choices, (for instance, a place that only allows one student, but more than one student chose it as their first option), then the students are informed.

The teacher will decide on who gets this placement based on:

- Student participation and homework quality
- Relevance of resume history and/or career goals to the placement

- If necessary, a mock interview with the teacher where the student expresses their interest and describes why they are best suited for the position

If there is no competition between the placements, then students are informed of their placements in week 5, and begin writing cover letters to each of the two.

Week 9: Students give a business presentation on one of their two placements, and do another presentation at the end of the 2-week program for their 2nd placement.

Service Learning Class

(Class after 10 week ESL Term. 10:00am – 3:00pm)

Course Description: This 7 day course meets every day for 7 full school days, beginning very soon after the end of the term. Over this time, we discuss American business practices and cultures, professionalism, communication styles, problem solving, and personal goal setting. Students practice speaking and listening, write reflections, and give their second business presentation. Often, this is the period of time when students visit their placements to meet and discuss their roles and responsibilities. Participation and attendance is mandatory.

The placement then meets with students sometime convenient, often during the 2-week class session, and arranges the schedule and tasks with the student.

If either the placement or the student wishes to, they can cancel within 2-days after this meeting. We ask that students who commit to a placement stay with it once they have met and mutually agreed.

Service Learning Period

(Six weeks after the 7 day Service Learning Class)

6-week Service Period: Students will attend to their placements and write daily diaries of their experiences. They also will log their hours, which will be checked on by the teacher and verified by the non-profit. Three reflections are due over this time, and students will come to 4 evening classes to discuss their progress.

Special Cases

In some cases, the placement did not work out due to a mismatch or a misunderstanding. We have been able to find student new placements in these cases, but their choices are much more limited.

If a student fails in their placement, and is asked to leave, the teacher and administrator will then decide as to whether they may be given a new placement or dropped from the program, in which case they will not receive a certificate. This has never happened, but the option needs to be there for special cases.

Final Meeting

At the end of the program, students are given a certificate along with a printed copy of their resume and cover letter and first reflection. They are also given a CD with their portfolio of work on it.