A Five College Guide

How to Find Students to Work in Your Community Organization

www.fivecolleges.edu/sites/cbl
How to Use this Guide

Five Colleges, Incorporated is an educational consortium that administers shared use of academic and cultural resources and facilities for over 25,000 undergraduate students at Amherst, Hampshire, Mount Holyoke and Smith Colleges, and the University of Massachusetts Amherst.

Many Five College students want to learn and make contributions outside of their classrooms, seeking opportunities to collaborate with the greater Valley community. This guide has been designed to help community agencies and organizations identify the appropriate people and offices that can link them with student help. These offices work directly with students who are interested in doing community service, community-based learning internships, or Federal Work Study.

This is not a comprehensive guide—some student organizations, cultural groups, and individuals practice community service independently of the programs listed here; nevertheless, we hope it will prove a useful introduction and facilitate communication between our schools and area communities.

What Kinds of Working Relationships Are Possible?

Community-Based Learning (CBL)

Community-Based Learning (CBL) brings together students, staff, faculty, and community organizations to work on community-identified projects that provide intellectually rich experiences for students and tangible benefits to the greater community.

Courses that include a component of community-based learning (CBL courses) constitute a real opportunity for community agencies to partner with college faculty, staff, and students in carrying out research, designing projects, or placing students in service roles to benefit the community and student learning at the same time. Through these courses, students who perform community service or community-based research learn while doing and also are encour-
aged to reflect on what they are learning. A community-based learning experience can also take the form of an independent study project with a community component or off-campus Federal Work Study placements that relate in some way to the student’s academic interests.

**Internships [IN]**

Internships allow students to explore future options, learn from mentors, and make valuable contributions within their field of interest. Internships offer community organizations a chance to work with young people who bring a high level of interest and classroom knowledge to the work.

**Off-Campus Federal Work-Study [FWS]**

Off-campus Federal Work-Study helps students earn money to help pay education expenses. The program encourages community service work and work related to each student’s course of study. Community organizations generally pay a small percentage of the student’s hourly wage, while the remainder is covered by a federal scholarship. This arrangement allows agencies with tight budgets to hire students and gives the student an opportunity to work in ‘the real world’.

**Volunteerism and Community Service [CS]**

Volunteerism is a term typically used to describe people who, of their own free will and without pay, perform some service or good work. Community service may be broadly defined as organized volunteering which meets the needs of the community, and can take on many forms for Five College students – including individual, group, long-term, and one-day service projects.

**Who Should I Contact at Each School with an Idea, Request, or Need?**

The following pages offer descriptions and contact information for programs located at each campus, as well as Five College cooperative programs.
Community Outreach Program

Serves as a central resource for information about area opportunities in service and social justice.

(413) 542-5140
Amherst College
Box 1906
Amherst, MA 01002-5000
outreach@amherst.edu
www.amherst.edu/~outreach
Fax: (413) 542-2159

Career Center

Collects information for students about national and international career and internship opportunities.

(413) 542-2265
Amherst College
Career Center
Amherst, MA 01002-5000
careers@amherst.edu
www.amherst.edu/~careers
Fax: (413) 542-5790

Financial Aid/Student Employment Coordinator

Facilitates student employment including off-campus Federal Work Study.

(413) 542-2296 ext. 0
Attn: Student Employment Coordinator
Office of Financial Aid
P.O. Box 5000
Amherst, MA 01002-5000
finaid@amherst.edu
www.amherst.edu/~finaid/employment/off-campus.html
Fax: (413) 542-2628
Community Partnerships for Social Change

Offers a variety of internships and trainings that build skills for long-term social justice work. Matches community placements with CBL courses.

(413) 559-5395

Hampshire College
893 West St.
Amherst, MA 01002

mebSS@hampshire.edu
www.hampshire.edu/communitypartnerships
fax: (413) 559-5620

Student Employment

Coordinates off-campus work study, in cooperation with Community Partnerships for Social Change.

(413) 559-5727

Hampshire College
893 West St.
Amherst, MA 01002

jjohnson@hampshire.edu
Fax: (413) 559-5585

Career Options Resource Center

Maintains a database of local, national, and international internships and career opportunities for students.

(413) 559-5445

Hampshire College
893 West St.
Amherst, MA 01002

corc@hampshire.edu
fax: (413) 559-6148
CS

CAUSE: Creating Awareness for Unity and Social Equality
Promotes volunteer opportunities and community engagement.

(413) 538-3416
306 Blanchard Student Center
50 College St
South Hadley, MA 01075-6427
amagover@mtholyoke.edu
www.mtholyoke.edu/org/comserv

CBL

Community Based Learning Program
Links Mount Holyoke students with local communities through courses that combine analysis and action

(413) 538-3072
Mount Holyoke College
50 College St
South Hadley, MA 01075-6427
psmith@mtholyoke.edu
www.mtholyoke.edu/acad/programs/wcl/cbl
Fax: (413) 538-3064

IN, FWS

Career Development Center (IN) and Student Employment Office (FWS)

(413) 538-2080
Mount Holyoke College
50 College St
South Hadley, MA 01075-6427
www.mtholyoke.edu/offices/careers/main/homepage.htm
(Career Development Center)
www.mtholyoke.edu/offices/careers/seo/seo.htm
(Student Employment Office)
jkane@mtholyoke.edu
Fax: (413) 538-2081
SOS Office of Community Service

A comprehensive community service program focusing on long and short-term community placements.

(413) 585-4595

SOS Office
Helen Hills Hills Chapel
Smith College
Northampton, MA 01063

sos@email.smith.edu
www.smith.edu/sos
Fax: (413) 585-2794

Career Development Office

Serves as a resource for students seeking semester or summer internships.

(413) 585-2579 or
(413) 585-2582

Career Development Office
Drew Hall
Smith College
Northampton, MA 01063

bjameson@email.smith.edu
www.smith.edu/cdo
Fax: (413) 585-2596

FWS

Student Financial Services/Student Employment

Guides students toward off-campus work study placements.

(413) 585-2530

Smith College
Student Financial Services
College Hall, Room 3
Smith College
Northampton, MA 01063

studemp@smith.edu
www.smith.edu/finaid/fao/studemp.php
Fax: (413) 585-2566
UMass Office of Community Service Learning at Commonwealth College

Combines community service with experiential and academic learning.

(413) 545-2015
610 Goodell Building
UMass Amherst
140 Hicks Way
Amherst, MA 01003-9272
servelearn@acad.umass.edu
www.umass.edu/csl
Fax: (413) 577-4000

FWS
Financial Aid Services: Student Employment Office

Guides students toward off-campus work study placements.

(413) 545-1530
Student Employment
UMass Amherst
243 Whitmore Administration Building
Amherst, MA 01003-8230
seo@finaid.umass.edu
www.umass.edu/umfa/seo/Employer_Information

Career Services

Serves as a resource for students seeking internships or career guidance.

(413) 545-2224
ccnhelp@acad.umass.edu
www.umass.edu/careers/employer.html
Fax: (413) 545-4426

SHARE: Students Helping Area Reach-Out Efforts

Coordinates service projects at local community organizations.

share@stuaf.umass.edu
www-unix.oit.umass.edu/~share

Community Service Links

Community Service Links is a web-based resource managed by the UMass Office of Community Service Learning to facilitate community service connections for the UMass community, the Five Colleges, and the community at large. Community organizations can publicize their volunteer needs by directly entering or updating information into the database. They can also learn more about other local organizations and opportunities for working with the university community.

www.comcol.umass.edu/csl/
Five College America Reads

Five College America Reads Tutors serve at local schools and community agencies, including elementary schools, after-school programs, libraries, and child care services. Unlike other Work Study arrangements, the America Reads Challenge requires no matching funds from the schools/community agencies where tutors are working.

For more information, consult the Five College America Reads Web site: www.fivecolleges.edu/sites/americareads

Five College Committee for Community Based Learning

The Five College Committee for Community Based Learning (CBL) has been meeting for ten years in support of community-based education, including community service. The committee encourages the development of CBL courses, community-based research, non-curricular internships and volunteer programs. In recent years, it has funded a Five College joint training session for students about to embark on work in a community.

The following offices are represented by the committee:

- Amherst College Community Outreach Program
- Hampshire College Community Partnerships for Social Change Program
- Mount Holyoke College Community-Based Learning Program
- Smith College SOS Office of Community Service
- UMass Office of Community Service Learning at Commonwealth College

These programs share resources and coordinate planning to build sustainable, reciprocal relationships between the Five Colleges and community organizations in Franklin, Hampshire, and Hamden Counties.

For more information, consult the Five College CBL Web site: www.fivecolleges.edu/sites/cbl