

Project S.H.I.N.E. FACT SHEET

Service-Learning
(Spring 2017)

BACKGROUND INFORMATION

In the mid-1990s, the United States tightened its immigration policies and implemented Federal Welfare Reform. This legislation increased the strain on immigrant communities throughout the country. As a direct result, Hawaii saw cutbacks in social services and welfare provisions for its non-U.S. citizens. The Chinese Community Action Coalition (CCAC), a non-profit grassroots organization, responded. In 1996, the CCAC developed the Honolulu Chinese Citizenship Tutorial Program (HCCTP) - to help immigrants pass the naturalization examination for U.S. citizenship.

The HCCTP's successes have involved student-tutors from UH-Manoa, Chaminade, KCC, HCC, HPU, and Michigan State. Inspired by the HCCTP, similar service-learning opportunities have evolved at other sites. Each local program needs student-tutors each semester.

You can get involved through S.H.I.N.E. – “Students Helping in the Naturalization of Elders.” This *national service-learning initiative* supports the Hawaii tutorials by engaging college students in English language tutoring and intensive review of the INS exam’s civics material.

THE GOALS OF THE PROGRAM

1. To tutor immigrants of Honolulu communities - to help them learn English and pass their citizenship exams . . . thus maintaining their quality-of-life.
2. To promote inter-ethnic agency, community, and university collaboration.
3. To raise the consciousness of college students concerning government policies toward immigrants and the “immigrant experience”.
4. To promote and facilitate the empowerment of immigrants in Hawai‘i.

COURSE REQUIREMENTS ASSOCIATED WITH S.H.I.N.E.*

1. Attend all training/workshop sessions. See your campus coordinator if you have any time conflicts.
2. Complete the program’s paperwork and your school’s Service-Learning registration (registration, waiver and contract).
3. Secure a regular shift appointment & site. Commit to that shift by tutoring for two hours each week, for the duration of the 10-week program
4. Keep journals of training and tutoring sessions - Include summary of events, thoughts/reflections about what happened, and links to course material. Meet with instructor to discuss the S.H.I.N.E. service-learning experience.
5. Complete program evaluation.

* Requirements for courses are ultimately defined by their respective instructors.



TUTORING SESSIONS

I. SHIFTS

Tutors are expected to focus on two areas: understanding and passing the citizenship test, and conversational English.

Each tutor is required to complete a minimum of **20 tutorial hours** and **5 training/reflection hours** by the end of the program’s 10-week period. After completing SHINE’s Orientation, you will choose **one** tutorial shift that you will commit to for the duration of the program (**February 08 – April 23, 2017**). Tutorial shifts are listed in the table below.

AREA	DAY	LOCATION	SHIFT
Chinatown	Wednesday	Kalanihulia 1220 A’ala St.	4:00pm – 6:00 pm
	Saturday OR Sunday		9:30 am - 11:30 am

*** Please come to SHINE’s Orientation ready with your first & second choice for a tutorial shift and \$5 for a field book. Sign-up is on a first-come, first-served basis and we do not guarantee you will get your first choice.

II. MAKE-UPS

Any time missed (absences, tardies, holidays, etc.), must be made-up. Make-up work is scheduled by making arrangements with a tutor coordinator to attend another shift.

Each shift is 2 hours long, and *punctuality is important*. Prior to the beginning of their shift, tutors must inform their shift coordinator if they will be absent/late. Tutors are expected to focus on two areas: understanding and passing the INS exam, and conversational English.

TRAINING SESSIONS

These sessions are mandatory. The first is an *orientation, registration, and shift scheduling* session. Second, *on-site training* features immigration and naturalization information, exercises on aging and cultural sensitivity, web tools, and tips for developing yourself as a tutor. Lastly, our mid-semester *Reflection Workshop* provides a forum for any problems and observations that may have arisen during the first few weeks of tutoring and allows students to “own” the program by developing it together. It also provides help for writing reflection papers & focuses on sharing and learning from our learners.

Training dates, times, and locations are listed in this table. Please note the things you should bring along with you.

Training	Date	Time	Location	What to Bring
Orientation	Jan 28 th	1:00 pm	Henry Hall 121 (at CUH)	1 st & 2 nd choice for tutorial shift. \$5 for Field book Your school's SL Forms
<i>After the orientation you will receive a shift assignment AND a corresponding appointment for ONE on-site training. Your appointment will fall on a date during the week listed below.</i>				
On-Site Training	Feb 1 st and 4 th	As assigned (See above)		Tutorial Timesheet (to be signed on-site), field book.
Reflection Workshop	Sunday, February 26 th	12:30 - 2:00 pm	Eiben Hall – Ching Conference Center Chaminade University	Any questions, comments, concerns you have, plus stories you'd like to share regarding your tutorial experience thus far.

HOW DO I SIGN UP?

For service-learning credit through Project SHINE, you must **first** follow your school's instructions for Service-Learning registration. Please find the appropriate link below.

For Chaminade students: Go to the Service-Learning section of Chaminade University's website, www.chaminade.edu/service_learning/. **GO TO THE “GET STARTED” TAB** to register. Once you complete the online registration form, print out the waiver form. Complete this form and get it signed by a SHINE Coordinator at Orientation.

For KCC SL students: Please go to <http://kapiolaniserve.weebly.com>

For UHM SL students*: Please follow instructions at <http://servicelearning.socialsciences.hawaii.edu/forms.html> (Please register online. Print the waiver, complete the fields, and submit to the PCE Office, Dean Hall 5-7, UHM.)

*If you are doing Project SHINE as a volunteer and not for a service-learning course, please complete the registration at your own discretion.

NEXT, ALL students must come to the SHINE Orientation as described in the preceding section. **BE ON TIME**; we will cover essential material in 30 minutes. Shift scheduling takes place immediately after you complete Orientation. Any scheduling conflicts with Orientation should be resolved **BEFORE that date**; please contact us. No make-up orientations will be scheduled for volunteers who come forward after the pre-scheduled Orientation date.

FOR FURTHER INFORMATION & LEADERSHIP OPPORTUNITIES:

- Please visit our website. (in the “Find a Project” tab, you’ll see SHINE) http://www.chaminade.edu/service_learning/
- Contact the Project SHINE Director, Candice Sakuda, at csakuda@chaminade.edu.
- If you are interested in becoming a site coordinator or student leader, please send an email before the end of the first week of classes.