

Both Katie and your professor will receive a copy of this reflection paper. **Katie's copy is due at the last reflection group meeting.**

How Do I Enroll in Praxis?

Complete the following steps. You are not enrolled until all steps are completed.

1. Select the agency where you would like to serve from the listing. These agencies have agreed to participate in PRAXIS. Agencies not included on the list must be cleared by Katie and your professor. The list of agencies can be found online at www.ucm-sdsmt.org.
2. Call the contact person, or ask for the volunteer coordinator at the agency you have selected. *Identify yourself as a PRAXIS student volunteer*, and make your arrangements for an initial interview, orientation and placement. (Note: keep in mind that PRAXIS is not an internship, practicum, or similar field work placement--**it is service-learning!!!**). **YOU MUST HAVE ARRANGED A PLACE TO VOLUNTEER BY OCT 3.**
3. Fill out completely the PRAXIS enrollment form and turn in copies to both Katie and your professor by **Friday, October 3, 2008**. The enrollment form is available at www.ucm-sdsmt.org. Katie's office address is listed above. You may drop paperwork in the mail slot if the office is closed.

LATE WORK WILL NOT BE ACCEPTED.

If you have an emergency, it is your responsibility to let Katie know as soon as possible. Other circumstances will be considered on a case by case basis and **ONLY IF YOU CONTACT KATIE AHEAD OF TIME**. I will be as flexible as possible, but the agencies you work with will need you to be on time and reliable. I expect the same.