

Project SHINE

Best Practices

Finding a Placement (AFTER attending an orientation)

- Carefully review all the available classes for the current semester via the [SHINE site selection link](#); checking for time, location, level, and type of class
- Consider your ability to attend the class consistently
- Ensure that you have a reliable transportation plan or a reliable internet connection if participating via Zoom

Preparation (BEFORE attending any class)

- Register for the chosen class via the [SHINE site selection link](#)
- If attending an in-person class, obtain NOCE lanyard and parking permit (only for community college campuses) from the Center for Internships & Community Engagement (CICE) in LH-206, Monday-Friday, 8am-5pm.
- Email the instructor at least one week before the first class you will attend explaining that you are a SHINE volunteer and that you plan to attend their class on the given day and time
- Leave enough time before your first class to find parking and the classroom or to ensure that your technology works well for Zoom

During Your Service

- Arrive a few minutes early on the first day and introduce yourself to the instructor
- Ask the instructor if there are specific ways that they would like you to assist in the class
- Be proactive, ask questions of the instructor if you are unsure, and be receptive to feedback
- Complete your [time sheet](#) weekly and have the instructor sign off at the end of your service
- Be kind, friendly, respectful, and enjoy the experience

Wrapping Up

- Inform the instructor of the last day you plan to attend
- Thank the instructor for hosting you and say goodbye to the class
- Send a copy of your completed time sheet to Katie with the CICE (email below)
- If you have a lanyard or parking permit, return those to the CICE in LH-206

Program Contacts

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NOCE Locations

NOCE Anaheim Campus: 1830 W. Romneya Drive, Anaheim, CA 92801

NOCE Cypress Center: 9200 Valley View Street, Building 18, Cypress, CA 90630

NOCE Wilshire Center: 315 E. Wilshire Avenue, Building 300, Fullerton, CA 92832

