

STUDENT CHECKLIST FOR SERVICE-LEARNING PROJECTS

***SOME CLASSES WILL NOT FOLLOW THIS TIMELINE—CONSULT YOUR SYLLABUS**

WEEK 1-2 OF SEMESTER:

Review your course syllabus to learn how service-learning will be a component of your class.

- o Number of service hours required _____
- o Deadline for service hours and/or project completion _____
- o How will service-learning help you learn course material _____

Print student S-L agreement (if professor provides) and bring to agency orientation

WEEK 3-5 OF SEMESTER:

Attend agency orientation at selected time (if orientation is “by appointment,” it is your responsibility to call agency to schedule a meeting.)

Sign student S-L agreement with agency (clarify learning objectives and agency requirements)

- o First day of service is on _____
- o Weekly hours will be on _____ from _____ to _____

Track your hours using the “Time Log Sheet” available at the S-L website under student forms

- o Have agency supervisor sign each time you serve

WEEK 6-10 OF SEMESTER:

Fulfill your commitment to the agency

- o Practice your professional skills by being prompt, reliable, conscientious, and willing to work through challenges.
- o Respect rules, regulations and confidentiality standards of the agency.
- o Use time to network and build relationships with agency staff and clients.

Reflect on your service through activities/assignments in class or informally with agency.

- o Relate your experience to concepts you are learning in your course, broader social issues, your own values system, local and national government policies, and how you can affect change.

LAST 3 WEEKS:

Complete service hours/project and verify with agency signature

Prepare for closure (before your hours are complete, prepare clients and staff for your departure or confirm that you will be continuing as a volunteer)

Complete evaluation

- o Instructor may provide a student evaluation survey of S-L experience

THROUGHOUT:

Maintain personal health insurance to cover you if you are injured on site

Maintain auto insurance if you use your personal vehicle to travel to the agency or site

Discuss risks, safety measures, and waivers with your agency supervisor

- ☀ **REMEMBER:** If you feel uncomfortable or unsafe, contact your instructor or S-L staff to discuss options.