

A typical service learning semester

Beginning of the semester

1. Service learning staff will visit your class
2. For placements, students will participate in an on-campus agency fair and can take advantage of one-on-one advisement, agency tours, and on-campus agency orientations. Students will confirm their placements within the first few weeks of the semester. This process is facilitated by the service learning office.
3. For projects, work with your partner agency to schedule any necessary visits, tours, orientations, or trainings. Project descriptions should be distributed to students.
4. Inform students about evaluation procedures, grading details, time expectations, etc.

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Throughout the semester

1. Service learning staff, agency staff, and professors should check in with students frequently and ask students how their service learning is going. The service learning office will periodically gather timesheets for students doing placements.
2. Professors should integrate students' service learning activities into the class.
3. Troubleshoot as necessary
4. Students will be invited to attend discussion groups facilitated by the service learning office

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End of semester

1. Service learning staff will send evaluations to agency supervisors for students doing placements. These evaluations will be sent to you to incorporate into your grading process.
2. For projects, be sure to verify student contributions to the project and implement an evaluation process which includes agency feedback.
3. Service learning staff will enter transcript notations for your students.
4. Professors should share examples of student work with interested community partners.
5. Service learning staff will administer surveys.

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After the semester

1. Professors and agencies will get survey data from service learning office to incorporate into future efforts
2. Letters of recognition sent to faculty, chairs, and deans for personnel files