



# SERVICE-LEARNING CHECKLIST FOR FACULTY

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# BASIC INFORMATION

## Contact Information

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Faculty Name

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Course Name

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Department

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Semester

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Telephone (Office/Cell)

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Email

## Community Partner Contact Information

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Partnering Community Organization(s)

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Community Partner (CP) Contact Name

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Telephone (Office/Cell)

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Email

# THINGS TO CONSIDER

Consider these items when preparing or planning for a CE Course:

- Budget Requirements
- Celebration and Demonstration
- Curriculum and Assessment
- Goals and Objectives
- Liability Issues
- Media Coverage
- Participant Roles
- Scheduling
- Structure
- Supervision
- Timeline
- Training
- Transportation
- Prepare for Reflection

## SECURING CE DESIGNATION

**NOTE:** Securing CE Designation should be completed the semester prior to teaching your course. Contact CLCE for deadlines.

- Meet with CLCE staff to discuss establishing a partnership (for new CE courses or new CPs)
- Identify existing needs in community
- Initiate contact w/ CP before completing CE Designation Form (See below for helpful tips)
- Complete and submit CE Designation Form

# INTRODUCTION TO COMMUNITY PARTNER SITE

- Arrange an in-person, on site visit
- Discuss goals and objectives of the course, which demonstrate a clear connection between the service-learning activity and the course content
- Identify service-learning experiences/issues that relate to your learning objectives
- Establish shared expectations between community partner and faculty/ students illustrating a reciprocal relationship
- Discuss the community engagement project/logistics:
  - How many students will/can be placed?
  - How will their schedule be determined?
  - How will their work fit in with their academic objectives?
  - What will the students learn that will be applicable to their academic discipline?
  - Does the student need training? When/where will the training take place?
  - What types of orientation occur prior to service?
  - Who will supervise the students? How can this person be contacted? Is there a backup supervisor?
  - Who should students call if they will be absent or late?
  - Do students need to be fingerprinted or have a background check? Any certifications? Who will pay for this?
  - What waivers (if any) does the CP require (Don't forget Rollins waivers)
  - Establish a clear dress code
  - Establish transportation method/parking situation. Will there be a parking fee? If so, who will pay for this?
  - Determine what materials are needed and who will provide the materials
- What (if any) transportations needs are required? (Request JUMP bus ASAP if needed with CLCE)
- Remain in consistent communication with CP, check in monthly and 1 and 2 weeks out
  - Discuss any important dates with CP
  - Invite CP to facilitate an orientation in-class prior to starting service
  - Invite the CP to share in classroom dialogue and discussions
  - Invite CP to end of semester final presentation/reflections

# SEMESTER PROCESS

## Beginning

- List the details of service-learning project in your syllabus
- File any necessary insurance/risk waivers with Community Partner
- Make sure reflection/final CE project are built into syllabus
- Have CP facilitate in-class discussion/orientation (if possible)
- State/explain the service-learning component to the class and the goals/ importance of service-learning more generally (Consider inviting CLCE to help guide the conversation)
- Specify how students will be expected to demonstrate what they learned
- Have students complete appropriate waivers and background checks
- Discuss the evaluation and reflection methods and importance of both
- Solidify time with CLCE to facilitate assessment for end of semester

## During

- Provide a timeline which highlights benchmarks for service-learning project
- Contact the community partner at least once mid-semester to exchange feedback
  - Maybe schedule a mid-semester luncheon with the agency/faculty to exchange feedback in person
- Assess student service activities
- Make sure reflection is on-going and timely

## End

- Have students complete a student-learning assessment with CLCE
- Invite CPs to final SL project presentation
- Communicate with the CLCE staff about projects that have been completed, on-going projects, and new projects.  
Celebrate your collaborative partnership!