SERVICE-LEARNING CHECKLIST
FOR FACULTY
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BASIC INFORMATION

Contact Information

Faculty Name

Course Name

Department

Semester

Telephone (Office/Cell)

Email

Community Partner Contact Information

Partnering Community Organization(s)

Community Partner (CP) Contact Name

Telephone (Office/Cell)

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!