

SAMPLE TIMELINE FOR SERVICE-LEARNING COURSES

Updated August 26, 2007

Courses needs to include milesposts or benchmarks for contacting the agency, meeting with supervisor, attending orientations, signing contracts, beginning and completing the service, turning in reflection assignments, completing evaluations, etc. Here is an example.

STUDENT ASSIGNMENT	DUE DATE
Review the list of Service-Learning service opportunities ("Agency Menu")	Early in the 1st week of class
Choose your site and orientation date	End of 2nd week of class
<u>Complete reflection activity #1 (Example)</u> - What are your expectations, learning goals, hesitations, things you are looking forward to? - How could serving at this site help you understand your course information? (Possible format: Discussion, journal, paper -- as specified by instructor)	Week 3
Attend the agency orientation. Bring your calendar, "Student/Agency Agreement", and log sheet With agency supervisor: Complete "Student/Agency Agreement" Set a start date; write it on agreement	Weeks 3-4 (Complete by the end week 4)
Submit Student/Agency Agreement to instructor	End of 5th week of class
Start service as soon as possible	By the 5th week
<u>Complete reflection activity #2 (even if you have not yet started your service) (Example)</u> - Why is there need of your service? - What similarities do you think you might share with the people you are serving? What differences? - What do you think are their strengths? What can you learn from them and their strengths? (Possible format: Discussion, journal, paper -- as specified by instructor)	End of 5th week
<u>Reflection #3: (Example)</u> Class discussion: What are some of the ways this experience reinforces or contradicts what you are learning in class? <u>Complete "Five minute paper" check-in detailing:</u> hours completed, two highlights, two challenges, proposed solutions to challenges	End of 8 th week
<u>Complete final reflection activity #4/Wrap-up (Example)</u> - Select a theory or topic you learned in class and discuss how it relates to your service experience - Identify and discuss three areas of growth or skills and attitudes you have developed through your involvement in the Service-Learning course. (Possible format: Discussion, journal, paper.-- as specified by instructor) <u>Complete formal poster</u> for Civic Engagement Poster Session	End of 13th week
Submit final log sheet (with evaluation comments) to instructor Agencies complete their "Supervisor Evaluation of Students" online (students receive email notification)	Dead week Finals week

Complete "Student evaluation of Agency" and "SL course evaluation" (distributed in class)