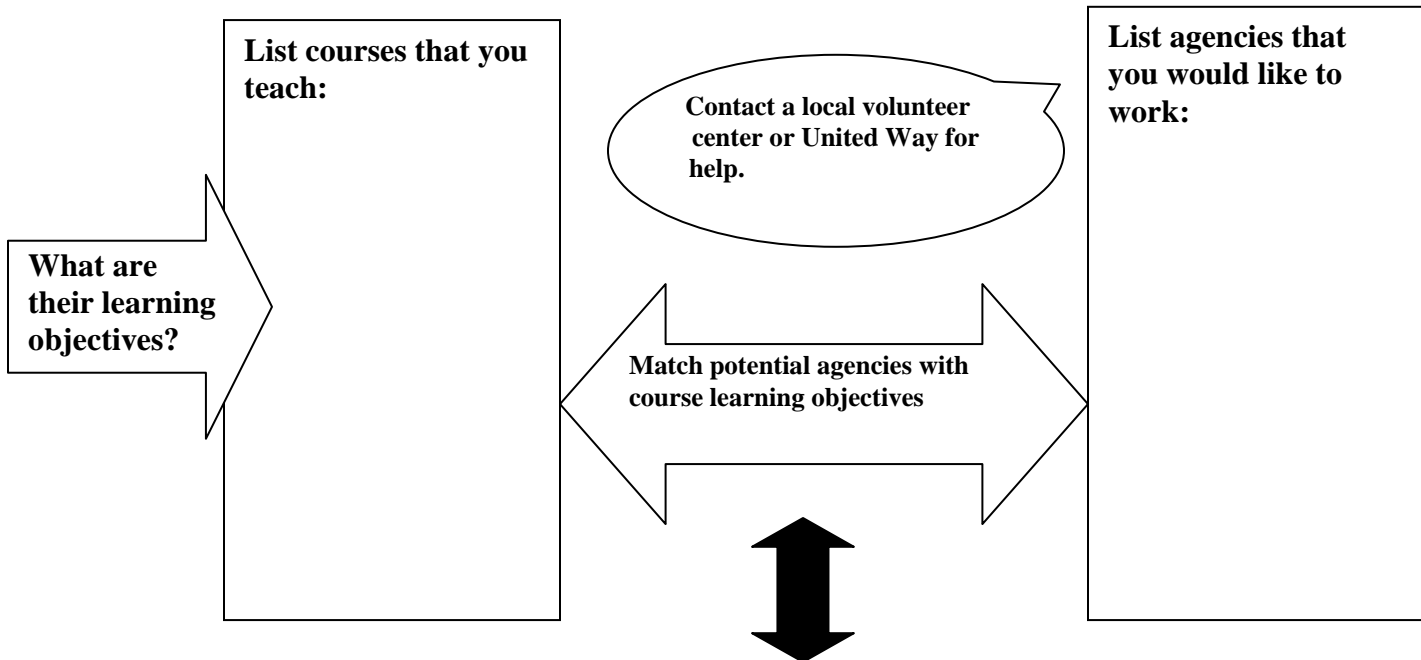


# Steps to service-learning integration

## Step 1: Brainstorming and organization



### Set up a meeting with identified agencies. You may want to consider:

- What are the agencies current needs (Do these needs match course learning objectives)?
- Based on their needs
  - How many hours will be needed to complete them?
  - Based on the amount of hours required to complete their need, how many students could work at this site?
  - Will students be able to perform skills/tasks requested by placement? What skills will students learn in course prior to service to enable them to perform tasks?
  - How many students can be referred to the site?(How many students will you have in class?)
  - What do you hope that your students will gain from this experience?
- Does the agency require short term and/or long term commitment by volunteers?
- Does the agency complete a background check?(If so, how long?)
- Does the agency require orientation/training?(If so, how long?)
- What type of service project/placement will occur? You may want to think about current course requirements that students must complete.
  - If service will be mandatory: *Will you need to adjust the current course load for students?*
  - If service will be an option: *Consider what assignments and/ or current course requirements are essential to learning objectives. Then look at assignments that are not as essential to learning objectives. Then consider where an optional service-learning assignment would fit into.*
- Depending on type of service determined, how many agencies will you need to work with to accommodate all students?

# **Steps to service-learning integration**

## **Step 2: Planning/Organizing Project**

1. Decide upon a project
2. Establish role for student, agency and yourself in project(who is responsible for what)
3. Establish a way to verify student's completion of projects(signed reflection logs are an example)
4. Evaluate concerns of liability (before starting a service project, please contact your business office and/or designated staff with concerns.)
5. Revise your course syllabi to include:
  - Tie in service-learning with your course goals and objectives
  - Clearly define the service-learning requirement
  - Define how service-learning will be graded and/or evaluated
  - Create a timeline for project completion
6. Create a service calendar
7. Meet with community agency, if needed, to finalize project

## **Step 3: Implementing Service-Learning**

1. Pre-service orientation to students
2. Monitor student's progress and success
3. Maintain regular contact with community agency
4. Recognize stakeholders

## **Step 4: Project Evaluation**

Evaluate the success of the program. Gather evaluations from students, community agencies and service clientele.