

Steps to Service Learning 2008/2009 Academic Year

If You Have Never Done a Service Learning Project Before,

1. You must schedule an appointment to meet with Interim Vice President of Academic Affairs Melissa Fama. You can call ext. 288 to make an appointment or stop by room 118.

If You Have Done a Service Learning Project Before,

1. Obtain required paperwork. This includes the following:
 - a) If you are doing a class project or have students working **on campus**, you need Contracts and Time Sheets;
 - b) If you are having students go **off-campus**, you need Contracts, Assumption of Risk Forms, CORI forms, and Agency Evaluation forms.You can find these forms on the Center for Teaching and Learning Website <http://www.ctlmwcc.com/> or stop by the Academic Affairs office, room 118.
2. If you need to find site placements or you want to brainstorm about a possible group service learning project, contact Fagan Forhan at ext. 7595 or visit her in the Garrison Childcare Center room G117.
3. Make certain that students have completed the Service Learning Contract and if they are doing an off-site placement, the CORI form and Assumption of Risk Forms prior the start of the project. **This is mandatory and they must be submitted to room 118 prior to the start of any service learning placement or project.**
4. Have students turn in the Time Sheet to the Academic Affairs office by at the latest the 12 week of the semester in the fall and the 10 week of the semester in the spring so students are eligible to receive their awards. **We must have time sheets to document the number of hours students completed.**