Service-Learning Planning Calendar

Designing service-learning into coursework can take between six months to a year to develop. CCLC staff have created this planning calendar to help guide faculty through the process.

6 Months to 1 Year in Advance of Teaching the Course:
- Meet with a CCLC Service-Learning staff to explore ideas and gain insight to the field.
- Read articles on service-learning and visit service-learning websites.
- Talk with faculty who have taught utilizing service-learning pedagogy.
- Review sample service-learning syllabi listed on service-learning websites.

4 to 6 Months in Advance of Teaching the Course:
- Establish course goals and objectives and begin thinking about possible activities and/or community organizations you’d like to have your students working with during the semester.

3 Months in Advance of Teaching the Course:
- Meet with CCLC staff to discuss your course goals, organizations you would like your students to work with, and determine the level of support that you would like to receive from CCLC.

2 Months in Advance of Teaching the Course:
- Determine if the service-learning work will be mandatory or optional for your students. If it is optional, will students receive an extra departmental course credit for their service-learning work?
- Determine the number of required hours of community work students must meet during the semester.
- Schedule the Service-Learning Orientation & Community Partner Panel with CCLC staff.
- Determine the start and end dates for the service-learning work.

First Day of Class:
- Faculty should introduce the service-learning portion of the course to their students and explain why it is integral to the course and how it will enhance their understanding of the subject matter knowledge.

Second or Third Day of Class:
- CCLC staff and community partners come to the classroom to orient students to the service-learning work and the variety of community organizations they may choose to work with. Students will use the Service-Learning Referral Form to rank the sites they would most like to work with. CCLC staff will collect the placement forms either at the end of the class period or during the following class day (faculty to decide).

48 Hours After CCLC Staff Collects the Service-Learning Referral Forms:
- CCLC staff will send an email to the students informing them of their community site assignment. Students will be given directions for who to contact at the site with their appropriate contact information, and what to cover during that first phone contact. The faculty member will also receive via email a complete list of the student assignments. The community site supervisors will also receive the list of student names and their University of Minnesota email accounts along with their phone numbers. Students will be expected to contact their community site supervisor within 48 hours of receiving their assignment. CCLC staff will handle any concerns or changes in assignments to help the students get into a routine as quickly as possible.
Eighth Week of the Semester:

- Students should have completed approximately half of their required hours for the course. Faculty may want to review the students’ Hourly Logs to ensure their work in the community is in-line with the required hours.
- Faculty may want to invite site supervisors to hear student presentations on their service-learning work.
- Faculty may want to attend community sponsored recognition events held in honor of the student work.
- Faculty should consider nominating outstanding students for the President’s Leadership and Service Award.
- Faculty should ask their students for permission to use their assignments to show future students.
- Faculty should encourage students to share testimonials of their service-learning experience with CCLC.
- Faculty should consider writing thank you letters to community organization supervisors and to the Executive Directors to show how valuable their role is as co-educators and to the success of academic service-learning.
- Site visits to organization or at least email/phone check-in
- Attend faculty/community partner gathering