## Service Learning Faculty Support Checklist

*What do we need to do campus-wide to help high quality service learning courses happen?*

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Instructor</th>
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### 1. Partnership Support

- [ ] Identify possible appropriate partnerships.
- [ ] Finalize appropriate partnerships.
- [ ] Determine needs for TB and Fingerprinting.

### 2. Curriculum Support

- [ ] Clarify a meta-question related to service and social justice.
- [ ] Design learning outcome(s) related to service and social justice.
- [ ] Develop relevant reflection activities.
- [ ] Develop methods to assess learning related to service and social justice.
- [ ] Clarify instructor’s minimum service requirement for course.
- [ ] Discuss possible USA involvement in course.

### 3. Placement Process

- [ ] Identify method for introducing students and partners.
- [ ] Clarify a process for students to select their service sites.
- [ ] Develop a process to monitor and track student performance.
  - Service Learning Agreement
  - Service Learning Log
  - Supervisor Evaluation
- [ ] Demonstrate how to complete On-Line Placement form
- [ ] Introduce the evaluation processes:
  - On-Line Student Evaluation of SL Experience
  - Community Partner Evaluation of SL Experience
  - Faculty Evaluation of SL Experience

9/03