**Service Learning Faculty Check Sheet**

**General Information**

* Review Service Learning criteria
* Establish connection between service and course content
* Identify community partner(s)
* Address any necessary orientation and training needs
* Identify method(s) of evaluation for service learning
* Identify course fees and how they will be managed
* Contact the Service Learning Initiative with any questions or concerns
* Register course: [servicelearning.uark.edu/faculty-resources/course-designation.php](http://servicelearning.uark.edu/faculty-resources/course-designation.php)

**Suggested Information for Syllabi**

* Explanation of “service learning”
* Explanation of course fees
* Explanation of reflection requirement
* Explanation of University policies (Risk/Property Mgmt., Student Travel, Etc.)
* Contact information for community partner(s)
* Required number of hours with community partner(s)
* Notification of required forms/documents (if applicable):
* Background check
* Photo release
* Insurance
* Confidentiality
* Liability

**Service Learning Faculty Timeline**

**Establishing the Course** (6-12 Months in Advance of the Semester)

* Review Service Learning Course Registration Deadlines found on the Service Learning website
* Meet with the Service Learning Initiative or your school/college committee representative with any questions including how to log student hours
* Meet with potential community partners
* Establish a procedure to manage course fees
* Plan travel arrangements
* Register course with the Service Learning Initiative
* If new course, begin process of approval for course through the relevant curriculum committee (check with college/school for deadlines)

**Beginning of the Course** (Weeks 1-2)

* Have students complete all needed forms/documents
* Establish a method for students to track service learning hours
* Prepare/train students for service with community partner(s)

**Middle of the Course** (Weeks 3-14)

* Students are participating in ongoing service
* Regularly contact community partner(s) for progress reports
* Encourage students to regularly reflect on their service learning experience

**End of the Course** (Weeks 14-15)

* Have students complete their reflection portion of the course
* Gather service learning hours from students
* Ask for voluntary photo submissions of the service learning activity for marketing purposes
* Encourage students to participate in a post-service service learning survey
* Contact the Service Learning Initiative with any marketing materials/comments/suggestions

This form is an adaption of the Faculty Service Learning Checklist and Timeline created by California State University, Sacramento. http://www.csus.edu/cec/pdfs/Getting\_Started\_Service\_Learning\_Checklist.pdf