SERVICE-LEARNING AGENCY CHECKLIST

STEPS TO A MEANINGFUL SERVICE-LEARNING EXPERIENCE

Preparation
- Review Service-Learning course list ([http://servicelearning.boisestate.edu](http://servicelearning.boisestate.edu), click “SL Courses”). Evaluate whether your needs relate to the learning objectives of the class.
- Contact Service-Learning (SL) staff to discuss partnership details, expectations, coordination, and agreements. 426-1004 or servlern@boisestate.edu
- Register your agency on the Service-Learning website. You can then log-in any time.
- Design a thorough position description for the students, and post it online.
- Schedule dates for orientation and service, including dates, times, and location.
- Discuss the Service-Learning partnership with your faculty partner.
- Review Risk Management & Insurance guidelines on the SL website.

Action
- Review and sign Service-Learning Agreement with student (student will bring it to the orientation).
- Orient the students to the agency, the clients, the community need, the service work, the staff, and the connection with their class.
- Help students understand the community issue your organization addresses. Provide background information (fact sheet, article, etc.).
- Assist service-learners to begin service by setting a start date. Help the student feel comfortable in your agency and prepared to learn and work.
- Sign student service log sheet regularly. Students will bring it; it can also be downloaded from the SL website.

Reflection
- Check-in with students to help them process their experiences at your agency. You might find their responses very interesting.
  - “Do you feel like you are making a difference? How?”
  - “Has this experienced changed the way you view [veterans, homeless issues, etc.]?”
  - “How does this relate to your coursework?”
  - “How is this experience affecting you?”

Evaluation
- Evaluate the student online (Log-in, click “Roster/Evaluation”).
- Solicit feedback from service-learners and agency staff.
- Critically evaluate the endeavor. Did the service meet a critical need? Did participants learn from the experience/value it? Did your organization benefit?
- Consider what you might do differently next time. Contact the SL staff to suggest how they can be more helpful to you and your agency.

Celebration
- Recognize the service-learners’ efforts, as well the efforts of those at your agency who helped the students learn. This is also a wonderful opportunity to invite students to continue working with your agency.