Boise State Service-Learning Program
Checklist for Partnering With schools

February, 2012

☐ What is the nature of the service within the school? Tutoring/Mentoring/Teaching Demonstrations?

☐ On which grade-level(s) will the project focus? What number of classroom teachers will be involved?

☐ Is there a particular time of school day that the service will occur?

☐ What is the ideal number of service-learners per classroom that the school can accommodate?

☐ Will students ever work unsupervised with students? If so, do students need fingerprinting or background checks? Or any certification? Is there a confidential agreement for SLers?

☐ Who will supervise students? Teacher/Principal/Other? What is the best way to contact this person? Is there a back-up supervisor? Who should students call if they will be absent or late?

☐ Are there school/classroom rules/guidelines that students should know and who will orient the service-learners to the school and classroom? Teacher/Principal/Other?

☐ What is the school’s expectation for signing in?

☐ How will students track their hours at the site? Or is there a mechanism to report the impact of any demonstration projects?

☐ What is the plan for method/frequency of exchanging feedback between faculty and school? Who are the primary points of contact? I.e. faculty and classroom teacher, faculty and principal?

☐ Are there any class deadlines/dates of assignments of which the school should be aware? Similarly, are there any school dates deadline that the faculty/students should be aware?

☐ What is the accountability structure built into the class for service-learners i.e. bi-weekly reflective assignments, hours completed deadlines?

☐ The Service-Learning program utilizes on-line evaluations for projects posted to the database, since this project will not be on the database, what will be the protocol for returning evaluations?

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