CHECKLIST
FOR SERVICE-LEARNING STUDENTS

This checklist is designed as a tool for students participating in a service-learning class. For information about Service-Learning, visit http://servicelearning.boisestate.edu, call 208-426-1004, email servicelearning@boisestate.edu, or stop by our office in Simplot/Micron 101.

**SOME CLASSES WILL NOT FOLLOW THIS CHECKLIST - CONSULT YOUR SYLLABUS.**

Week 1-2 of Semester:

☐ Review your course syllabus to learn how service-learning will be a component of your class.
  
  Number of service hours required ____________________________
  
  Deadline for service hours and/or project completion ____________________________
  
  How will service-learning help you learn course material? ____________________________

☐ Register for a Service-Learning project through the invite e-mail or by logging in to OrgSync: https://orgsync.com/login/boise-state-university. In your invite email will be a video that will show you how to login. If you have any problems please contact our office.

Week 3-5:

☐ Attend agency orientation at selected time
  
  *See FAQ’s on back if you miss your scheduled orientation.
  
  *If orientation is “by appointment”, it is your responsibility to call agency to schedule a meeting.

☐ Take note of your commitment
  
  My first day of service is on ____________________________.
  
  My weekly hours will be on ___________ from ___________ to ___________

☐ Track your hours From the partner’s portal in OrgSync under events/timesheet or using the paper “Time Log Sheet*” available on SL website under “Forms” *Have agency representative sign each time you serve.

Week 6-10:

☐ Fulfill your commitment to the agency
  
  PRACTICE YOUR PROFESSIONAL SKILLS by being prompt, reliable, conscientious, and willing to work through challenges. Respect rules, regulations and confidentiality standards of the agency. Use this time to network and build relationships with agency staff and clients.

☐ Reflect on your service through activities/assignments in class or informally with agency.
  
  Relate your experience to concepts you are learning in your course, broader social issues, your own values system, local and national government policies, and how you can affect change.

Last 3 weeks:

☐ Complete Service Hours/Project.

☐ Prepare for closure: Before your hours are complete, prepare clients and staff for your departure or confirm that you will be continuing as a volunteer.

☐ Complete Evaluation: A survey to evaluate SL and your agency will be administered online through a link sent to you. This is valuable information that helps us improve our program. Note: You will receive an email confirmation when your agency supervisor submits an evaluation of you to your instructor on-line.

Throughout:

☐ Maintain personal health insurance. All students enrolled at Boise State are required to have some form of health insurance. If you do not have current health insurance, visit http://healthservices.boisestate.edu/blog/2015/03/16/no-ship-no-problem/ for information on obtaining health insurance. BSU liability insurance will not cover you if you are injured at the site, but it will protect you if you cause any harm.

☐ Maintain auto insurance if you plan to use your personal vehicle. BSU is not liable for students getting to and from community sites. The Service-Learning Program strongly discourages students from driving as part of their service experience, and is not responsible for incidents involving driving.

☐ Discuss risks, safety measures, and waivers with your agency supervisor. If you feel uncomfortable, contact your instructor or SL staff to discuss options.

—TURN OVER FOR TROUBLESHOOTING & TIPS
Dear Students: The process of enrolling, attending orientations, and starting your service can be smooth, but you should be prepared for bumps in the road. If you have difficulties, talk to your instructor or the Service-Learning staff at 426-1004, servicelearning@boisestate.edu, or visit our office in Simplot/Micron 226.

**COMMUNICATION TIPS AND ADVICE**

1. **Don’t procrastinate.** Non-profit organizations are often overworked and understaffed, so they may not be able to return your call/email or attend to your needs **immediately**.

2. **Be persistent** and reduce phone tag by calling during regular business hours and sending an email as a backup. If you get the agency’s voicemail: leave your full name, phone number(s) and best time to reach you. If your communication is not returned within two business days, call **and** email again. If the agency has not contacted you within 3 business days, call SL Office at 426-1004, stop by our office in Simplot/Micron 226, or email us at servicelearning@boisestate.edu.

3. **Check your email** accounts regularly (BroncoMail and personal). Important: check your “junk mail” box and/or add agency to your contact list to avoid missed emails.

**PROJECT REGISTRATION**

Q. **What do I do if the project I want is full?**
   A. First, consider other open projects carefully. If you are set on a project that is full, contact the SL office at 426-1004 to discuss the possibility of opening a slot for you.

Q. **I can’t attend the orientation of the project I really want. What should I do?**
   A. First, consider other projects carefully. If no other project suits you, call the agency to ask if they are willing to schedule a separate orientation for you. The agency may not be able to accommodate you.

Q. **I don’t like/can’t serve at any of the agencies listed. Can I serve at an agency not on your list?**
   A. Your instructor decides if you can serve at an alternative agency. SL Program does not recommend this option, because we cannot support you in serving with an agency with whom we do not have a relationship or contractual agreement. However, if allowed by your instructor, we do provide a form for designing a “student initiated project” found on our website by clicking the Students tab and going to Quick Link “Forms” on the left.

Q: **How do I navigate back to my project or Community Partners site in OrgSync?**
   A: Within OrgSync you have two options. First you can hover over organizations and select your community partner; if you joined the page when you registered. The other way is to search for the agency in the blue search box.

**ORIENTATION**

Q. **I missed my orientation.** What should I do?
   A. It is your responsibility to call the agency ASAP to apologize and request another appointment. The agency is not obligated to make special arrangements for you. Contact SL if the agency cannot accommodate you.

Q. I went to the orientation, but the agency and/or project is not the right place for me or my schedule conflicts with service times. **Can I change agencies?**
   A. Contact the SL office right away to discuss your concerns and explore solutions or other service opportunities. Warning: If you have waited too long into the semester, options may be very limited!

**COMPLETING HOURS**

Q. It is near the end of the semester. **I won’t be able to complete all of the required hours, what should I do?**
   A. Speak with your agency supervisor about your concerns and options. Contact SL office if they are not able to accommodate you. **Warning:** If you have waited too long into the semester, your options may be very limited!
*For a more comprehensive FAQ and troubleshooting list, please visit the student page of our website at: [http://servicelearning.boisestate.edu](http://servicelearning.boisestate.edu) or call 426-1004*