

Community Service-Learning Development Worksheet

What are your needs?

What institutions are in your area?(college, tech, k-12, service clubs, other?)

Consider how(course, students, other) can meet your needs.

Briefly describe proposed project:

What discipline and/or area of studies would be appropriate to match your need? (i.e. what are the learning objectives of the course and are they related to your need?) If not a course, what are the areas of focus/expertise/other of the organization?

Additional Considerations:

- Placement (background checks: cost and time; orientation)
- Time commitment of staff and working with students
- Supervision
- Consider the college calendar and your usual volunteer time commitment.
- Evaluate concerns of liability

The next steps:

- Make initial contact with professor of course (if possible)**

Additional considerations for developing project:

Based on your needs

- How many hours will be needed to complete them?
- Based on the amount of hours required to complete their need, how many students could work at your site?
- Will students have skills needed for the project?

-Establish role for student, agency and yourself in project (who is responsible or what)

-Create a timeline for project completion

Step 3: Implementing Service-Learning

1. Pre-service orientation to students
2. Monitor student's progress and success
3. Maintain regular contact with professor of the course
4. Recognize stakeholders

Step 4: Project Evaluation