

Service Timeline

It is important to set bench marks for project completions. The purpose is to keep students on track during a service project. Listed below is an example of a service timeline:

- First week of class: pre-service orientation
 - Educate students about
 - What is service-learning
 - Expectations and rules
 - Project Deadlines
 - Working with service population
 - Explain forms
- Second Week of Class: service sign up(if service is optional)
- Second to fourth week of class: students establish placement and start service
- Remainder of weeks: Establish project completion deadlines such as:
 - Reflection logs documenting a certain amount of hours are due by(mid-terms)
 - Final Reflection Logs documenting a certain amount of hours are due by(end of semester)
 - Final reflection paper is due by(end of semester)
- Evaluation