

SERVICE-LEARNING CHECKLIST

EXPERIENTIAL LEARNING INITIATIVE (ELI) 2016-2017

EDUCATORS are responsible to ensure the completion of the following:

- Review & Complete the SL Course Proposal Form and submit to the Assistant Director of the Agapé Center, Shardé Hardy (shardy@messiah.edu)
 - Forms must be submitted by **September 1st** (for Spring)
 - Forms must be submitted by **January 10th** (for Fall)

- September 1 – September 29/January 10-February 9:** Work with ELI SL Co-Advisors (Shardé Hardy & Don Murk) to review and edit the course proposal

- Obtain Department Chair approval & preliminary approval from the ELI SL Co-Advisors

- Obtain Formal Approval from the ELI SL Advisory Team
 - Spring courses receive approval by **October 7, 2016**
 - Fall courses receive approval by **February 17, 2017**

- Encourage students to attend the Opportunities for Service Fair (9/1/16), Orientation & Clearance Night (9/6/16) and related Agapé Center trainings
Note: Dates for Spring 2017 TBD

- Students should complete ELI Learning Objectives within the first two weeks of the semester (i.e. by **September 9**; by **February 10**)

- Provide ongoing feedback to students on their reflections and their service experiences (i.e., 1:1; group; in person; virtual; etc.)

- Review and confirm completion of deliverable

- Complete Canvas Assessment Rubric (includes a review of assessment questions and deliverable)

- Submit final approval of ELI completion and final grades to the Registrar

STUDENTS are responsible to ensure the completion of the following:

- Enroll in a SL-ELI designated course
- Attend the Opportunities for Service Fair (9/1/16), Orientation & Clearance Night (9/6/16) and related Agapé Center trainings.
Note: Dates for Spring 2017 TBD
- Complete and submit the ELI Service-Learning Goals & Objectives, as directed by faculty and revise, as necessary
- Fulfill course responsibilities, service-learning experiences and reflection prompts as directed by faculty
- Complete a minimum of 40 hours of service-learning (minimum of 10 hrs. of content, 20 hrs. of out of class service and 10 hrs. of reflection)
- Complete deliverable (as directed by faculty) and, if appropriate, receive feedback of your “deliverable” with a community partner

AGAPÉ CENTER & SL PLC'S will ensure the completion of the following:

- Provide service-learning resources (i.e., SL Research Library, SL Canvas Course Resource, grants, publication assistance, term tenure and promotion letters, sabbaticals, etc.) to assist faculty and students
- Assist with finding and developing SL projects with community partners
- Train, advise and support ELI Advisors
- Vet ELI SL course proposals
- Contact the Registrar to obtain a CALM listing for the SL-ELI designated course
- Provide fall and spring student training and orientation sessions as well as orientation and clearance nights