SERVICE-LEARNING CHECKLIST
EXPERIENTIAL LEARNING INITIATIVE (ELI) 2016-2017

EDUCATORS are responsible to ensure the completion of the following:

☐ Review & Complete the ELI-SL Course Proposal Form
- ☐ 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 Resources, 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