# SERVICE-LEARNING CHECKLIST
## EXPERIENTIAL LEARNING INITIATIVE (ELI) 2019-2020

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*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 & Mindy Smith) 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, 2019**
  ☐ Fall courses receive approval by **February 14, 2020**

☐ Encourage students to attend the Student Clubs, Service & Involvement Fair (9/05/19), Orientation & Clearance Night (9/10/19) and related Agapé Center trainings
  *Note: Dates for Spring 2020 TBD*

☐ Students should complete ELI Learning Objectives within the first two weeks of the semester (i.e. by **September 20**; by **February 21**)

☐ 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 ELI Assessment Rubric
  ☐ Fall Semester: Assessment Rubric must be submitted by **December 17**
  ☐ Spring Semester: Assessment Rubric must be submitted by **May 15**

☐ Submit final approval of ELI completion and final grades to the Registrar
  *Note: Because ELI is embedded into the service-learning course, a student cannot successfully complete the ELI unless he/she passes the course.*

***STUDENTS** are responsible to ensure the completion of the following:*

- ☐ Enroll in an ELI-SL designated course

- ☐ Attend the Student Clubs, Service & Involvement Fair (9/05/19), Orientation & Clearance Night (9/10/19) and related Agapé Center trainings
  *Note: Dates for Spring 2020 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 ELI-SL designated course

- ☐ Provide fall and spring student training and orientation sessions as well as orientation and clearance nights