

## Service-Learning Faculty Checklist

To facilitate incorporating the service-learning components into the curriculum, faculty may utilize the following guidelines:

1. **Schedule a class presentation** with the Center for Community Involvement (CCI) within the first two weeks of semester. Presentation can last from 15 minutes to an hour, depending on how much time is available. Decide if service-learning is optional, a requirement, extra credit, etc. and inform the students of the particulars.
2. Have all of your students attend the **Community Involvement Expo** which takes place the 2<sup>nd</sup> or 3<sup>rd</sup> week of the semester. The Center For Community Involvement will provide you with plenty of flyers to distribute.
3. **Collect Confirmation Agreement two weeks after the service-learning presentation** and forward to the CCI office. This enables the Center for Community Involvement and the professor to have an accurate tally of which students are involved in service-learning.
4. Integrate the service-learning component into your classes by offering **on-going reflection** through class presentations, discussions, journals, research projects, essays, directed readings, etc. The Center For Community Involvement has many handouts that will assist you in planning these reflection sessions.
5. Take advantage of the CCI campus director, staff, and student ambassador program. Invite them to come and speak to the class, or allow them to meet with students individually to discuss any problems they may be having. If you prefer CCI staff are also available to do a mid-term follow-up which will be a 5 minute visit to answer any questions and/or to determine the progress of the students' projects.
6. **Collect students' hours and agency evaluation** two to three weeks prior to the end of the semester and submit them to the Center for Community Involvement,
7. **Have students complete the on-line evaluation form** two to three weeks prior to the end of the semester which will be sent directly to the Center for Community Involvement,
8. Review the completed **certificates and letters** you receive from the Center for Community Involvement, sign each certificate, and present them to your class.
9. Encourage your students to apply for the **President's Volunteer Service Award** (details to be provided by the Center for Community Involvement).

**Thank you for your participation in what we trust will be  
a rewarding experience for you and your students!**

Miami Dade College  
Center For Community Involvement  
(305) 237-3848  
Josh Young, College-wide director: [jyoung@mdc.edu](mailto:jyoung@mdc.edu)

[www.mdc.edu/ci](http://www.mdc.edu/ci)