



TOOLS

Teacher Checklist for Service Learning Development

Use this checklist as a quick reference to ensure you have completed all the steps detailed in this how-to guide.

Before the Service Learning Project

- Review materials, including the **Service Learning Fact Sheet, J.C. Harmon Sample Service Learning Program Fact Sheet, Standards for Service Learning, Service Learning Contract** and **Service Learning Project Planning Worksheet.**
- Identify interested and qualified students.
- Work with students to develop a project framework.
- Get approval for the project
- Make community partner contacts.
- Meet with community partners and discuss expectations for the experience.
- Distribute **Service Learning Permission Form** and **Service Learning Contract.**
- Coordinate and implement orientation activities for students.
- Using the **Service Learning Plan and Evaluation**, review all supportive materials and disseminate to students and supervisors.
- Secure signatures of students, parents and community partners on the **Service Learning Contract** and **Service Learning Permission Form.**
- Determine a communication strategy for the experience.
- Collect signed **Service Learning Permission Forms** and **Service Learning Contracts.**
- Prepare students to maximize their learning.
- Prepare students to be safety and health conscious.
- Have students meet with community partner and visit service learning project site.

During the First Three Weeks of the Service Learning Project

- Using the **Service Learning Plan and Evaluation**, support students' refinement of their learning objectives through classroom activities.
- Meet with students and worksite supervisor at the workplace for initial visit and to finalize the **Service Learning Plan and Evaluation.**

During the Service Learning Project

- Provide opportunities for reflection throughout the experience.
- Coordinate and implement concurrent learning activities at school.
- Support students in working toward achieving learning objectives.
- Maintain ongoing communication with community partners.

After the Service Learning Project

- Meet with worksite supervisor and students to discuss the complete evaluation.
- Support students in their next steps.
- Publicly recognize student work by allowing them to present projects to the school board or administration.
- Review the project and plan for the following semester.
- This experience along with the documentation could be used to document ICAP Work-Based Learning activities. Make sure to forward documentation to the ICAP coordinator.