



TOOLS

Workplace 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

- Indicate your interest in participating in service learning activities by completing your business profile on **Connect 2 Business** at <https://okcg-c2b.kuder.com>.
- Determine who will be the person working most closely with the students and teacher.
- Inform other staff that a service learning project and students will be at the organization.
- Review support materials provided by the teacher. This will help guide your role with students for the service learning project.
- If using the **Service Learning Plan and Evaluation**, review materials to learn how to support students in writing learning objectives.
- Provide workplace orientation for students and teacher.

During the First Three Weeks of the Service Learning Project

- If using the WBL plan and evaluation, work with students to develop their work-based learning objectives for the project.
- Be on the lookout for opportunities at the workplace that will support students' academic and workplace skill development.

During the Service Learning Project

- Meet with the teacher and the students involved with the service learning project to finalize the **Service Learning Plan**.
- Confirm the communication strategy.
- Communicate successes and opportunities for improvement during the service learning project so the teacher can use them to enhance the value of classroom connections.
- If using the **Service Learning Plan and Evaluation**, assist students in working toward learning objectives.

After the Service Learning Project

- Meet with teacher and students to complete final evaluation of the students.
- Support students in their next steps.
- Complete program evaluation and send to the school.