



TOOLS

Student 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

- Apply for the service learning program.
- Work with your classmates to identify a need within the community that you or the group would like to address through your service learning project.
- Agree with classmates or group on a project you would like to work on.
- Turn in all signed parent permission forms.
- Complete the self-directed assignment to support the project.
- Using the **Service Learning Plan and Evaluation**, review your handbook and begin writing learning objectives.
- Attend orientation at the chosen organization and interview your supervisor. Ask questions related to health and safety at the project site.

During the First Three Weeks of the Service Learning Project

- Using the **Service Learning Plan and Evaluation**, develop learning objectives and discuss them with worksite supervisor.
- Meet with teacher and worksite supervisor to finalize the **Service Learning Plan**.

During the Service Learning Project

- Reflect on the connection between what is learned at school and at the workplace.
- Participate and complete reflection activities and assignments.
- Complete self-evaluation and reflection activities. Meet worksite supervisor and teacher about next steps.

After the Service Learning Project

- Complete and send thank-you notes to worksite supervisor/community partner. Electronic methods are acceptable.
- Update your resume on **OKCareerGuide.org** based on any new skills and experience.
- Update **My Documents** on **OKCareerGuide.org** with documentation of your project.
- Meet with teacher to discuss **Service Learning Evaluation** and grade.
- Complete program evaluation and give to teacher.