## Service Learning Program
### Fall 2014 Checklist of Important Dates and Requirements

<table>
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<th>Dates</th>
<th>Tasks</th>
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<tr>
<td><strong>August 29</strong>&lt;br&gt;Starting at 7:00 pm on Friday</td>
<td><strong>Register for Service Learning to Receive Sign-up Time</strong>&lt;br&gt;Available on our website <a href="http://www.mu.edu/servicelearning">www.mu.edu/servicelearning</a>&lt;br&gt;Click on <a href="#">Sign-up Online</a></td>
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<td><strong>Prior to September 3</strong>&lt;br&gt;</td>
<td><strong>Review Placements for Your Class</strong>&lt;br&gt;Available on our website <a href="http://www.mu.edu/servicelearning">www.mu.edu/servicelearning</a>&lt;br&gt;Click on <a href="#">Service Learner, then Courses &amp; Placements</a></td>
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<td><strong>September 3</strong>&lt;br&gt;Between 5:30 pm-8:30 pm&lt;br&gt;AMU Ballrooms</td>
<td><strong>Sign-Up Night</strong>&lt;br&gt;Please come prepared with your registration ticket, MUID, driver’s license, class and work schedules, and 5-6 possible sites.</td>
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<td><strong>September 4 and 5</strong>&lt;br&gt;Service Learning Office (707 Building)&lt;br&gt;707 N. 11 Street, Room 303</td>
<td><strong>Late Sign-Ups and Independent Sign-Ups</strong>&lt;br&gt;For students who were unable to attend Sign-Up Night, or for students who have completed the independent form to serve at a placement site different from those offered by the Service Learning Program (or that is not listed as an original placement for your course).</td>
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<td><strong>September 8-19</strong>&lt;br&gt;</td>
<td><strong>Site Orientations</strong>&lt;br&gt;Scheduled orientations are mandatory unless otherwise noted. <strong>If you cannot attend the orientation, do not sign up for that placement!</strong></td>
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<td><strong>September 10</strong>&lt;br&gt;7:00 pm -8:30 pm&lt;br&gt;AMU Ballroom A</td>
<td><strong>Service Learning 1001</strong>&lt;br&gt;Service Learning is a unique academic assignment that asks you to confront your own values and vulnerabilities, to recognize the inequalities of your society, and to identify with the harshness of marginalization. Instead of solely reading about theories and concepts in class, you will be asked to test, feel, and observe these concepts in real life. This experience will take you out of your comfort zone and demand that you learn more about your society and yourself. Before beginning service, it is important to explore your emotions, reservations, initial impressions, prejudices, and goals. During this session, you will discover where your thoughts and values are as you begin the Service Learning experience, which will help you better prepare to learn and grow throughout the semester.</td>
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<td><strong>September 12</strong>&lt;br&gt;</td>
<td><strong>Site Selection Deadline</strong>&lt;br&gt;Final day for students to select a service site. Past this date, sites will only be assigned under extraordinary circumstances.</td>
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<td><strong>September 16</strong>&lt;br&gt;2:00 pm-4:00 pm, MU Medical Clinic&lt;br&gt;OR&lt;br&gt;September 17&lt;br&gt;9:30 am-12:00 pm, MU Medical Clinic</td>
<td><strong>TB Test Clinics</strong>&lt;br&gt;If your site requires a TB test, the Service Learning Program has arranged for Student Health Services to administer tests on these dates. Sign up for an appointment at Sign-Up Night. TB tests are $5, payable in cash, check, or Marquette Cash at the time of the appointment.</td>
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<td><strong>September 19</strong>&lt;br&gt;10:30 am-2:00 pm&lt;br&gt;MU Medical Clinic</td>
<td><strong>TB Test Reading</strong>&lt;br&gt;In order for your TB test to be valid, you must return for the test to be read by the nursing staff. At this time, you will receive test documentation that will be required by your site.</td>
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<td><strong>Week of September 28</strong>&lt;br&gt;</td>
<td><strong>Hand in Contract to Professor</strong>&lt;br&gt;Contract must be signed by your agency contact and professor. Check with your professor for specific deadlines.</td>
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Throughout Semester
Thurs, Sep. 25, 5:30-7:00 pm  AMU 163
Mon, Oct. 6, 3:00-4:30 pm  AMU 163
Mon, Oct. 20, 5:00-6:30 pm  AMU 163
Sun, Nov. 2, 2:00-3:30 pm  AMU 163
Fri, Nov. 14, 12:30-2:00 pm  AMU 227
Mon, Nov. 24, 6:30-8:00 pm  AMU 163

OR

Tues, Dec. 2, 4:00-5:30 pm  AMU 163

Reflection Sessions
Breaking Down the Power and Privilege Paradigm
Searching for Clarity: Exploring Ethical Dilemmas
Contemplating Poverty in the 4th Poorest City in the United States
The Path Less Traveled: Discerning our Life’s Course
Pushing Past Misinformation: Assumptions, Stereotypes, and Prejudice
Next Steps: Using Your Passion to “Be the Difference”

Week of November 16
Give Timesheets to Site Contact for Signature
Timesheets should be given directly to Site Contact or placed in an agreed-upon place to be signed that week at the Site Contact’s convenience.

Week of November 30
Pick-up Timesheets from Site Contact after Signature
Timesheets should be picked up from Site Contact after being signed during the last week of service.

Week of November 30
Last Week of Classes
You are required to attend Service Learning through the last week of classes.

Week of November 30
Hand in Timesheets to Professor
Timesheet MUST be signed by site contact. Check with your professor for specific deadlines.

Helpful Hints

**IMPORTANT** It is very important that you register online at the link provided on the Service Learning Home Page and review your placement options prior to Sign-Up Night. No one will be admitted to the ballrooms without a registration ticket and MUID.

Sign-Up Night: Arrive at Sign-Up Night at the time given to you by the online registration system. Please arrive with at least five to six sites in mind as capacity is limited at each site. Be sure to bring your registration ticket, MUID, work and class schedule, and driver’s license with you to Sign-Up Night.

Site Orientations: ATTENDING THE SITE ORIENTATION IS MANDATORY. Most agencies have one orientation unless otherwise noted. If you are unable to attend the scheduled orientation, you must sign up for a different site. It is not fair for us to ask our community partners to conduct multiple orientations. There you will meet your site contact and review the service opportunities and agency rules and expectations. Some agencies may also include special training sessions. Bring your syllabus to your orientation, so you can be clear on what types of service experiences you should be involved in. If it seems like you will not be getting opportunities that apply to your course, be assertive and let the contact person know this. Also, bring your Service Learning Contract to get your site contact’s signature. Remember to inform him/her when you will not be there for service due to holidays and vacation periods and also your last day of service. You will be credited hours for your site orientation and trainings, so keep track of them on your time sheet.

TB Clinic and Reading: If you are required to have a TB test, you must sign up for an appointment to have your test done. The appointments can be scheduled on Sign-Up Night and will take place September 10 and 11 in the MU Medical Clinic in the lower level of Schroeder Complex. All students must return to the MU Medical Clinic on September 13 to have the test read. If you are unable to make it to the clinic or to have your test results read, you will have to make an appointment to have the testing done at another time.

Service Learning Contracts and Timesheets:
Contracts will be collected during the week of September 29. Please have them completed and ready to hand in. Course objectives must be filled in or the contract will not be collected. Please take the contract very seriously by fulfilling your semester-long responsibilities.

Timesheets will be collected during the last week of classes (December 1). Again, please make sure they are completed, signed, and ready to hand on the day that your Student Coordinator is scheduled to pick them up. Timesheets will not be accepted without the signature of the agency contact. Make sure the contract and timesheet are both signed by your supervisor at the site before you hand them in!

***Go to our webpage for more information***
www.mu.edu/servicelearning
Marquette University Service Learning Program
(707 Building) 707 N. 11th St. #303 (Located next to Cobeen Hall)
Monday - Thursday 9:00 am-7:00 pm; Friday 9:00 am-4:00 pm