**Service Learning Checklist**

**Overall suggestions for successful service learning:**

* Do things on time. Do not procrastinate or wait until the last minute. Sites depend on you. You have assignments that will come due, and delaying will result in problems and inconveniences not just for you, but for your faculty, site partners, and our program. Starting late creates problems for everyone, and deadlines are in place for a reason! You cannot just pack your service learning into the last few weeks of the semester. This is intended to be a semester long experience.
* Check your email daily. Our staff will send updates, instructions, and check-ins to you throughout the semester. Please respond promptly.
* Treat your service learning as a job or internship. Take it seriously. Our sites provide a valuable learning opportunity. Follow through, respectfully communicate, show up on time, ask questions, dress professionally, put away your cell phones and really engage with your work at the organization. Our sites serve some of the most vital needs in the community and are busy people, please represent MU well.
* If you are confused, not hearing back from your site, concerned about safety, anything at all…. Please contact us and we will help you! Don’t wait until it is too late! We can’t problem solve something we don’t know about!

**Step 1:** During the first week of classes, listen to your in-class orientation, lots of important information is given by our staff about this process. Take notes! Read your syllabus so you know what your professor requires of you. Create your profile in MU Engage if you do not have one already. Go in UNDER YOUR CLASS and look for placements that will both meet your schedule needs, transportation needs, and interests. If there is a scheduled orientation, you need to be able to attend that or sign up for a different site. Here is the link for our important dates for the semester so you can put them in your planner: <https://www.marquette.edu/service-learning/important-dates.php>

**Step 2:** Sign-Up for your placement in MU Engage. Registration opens Wednesday, January 22 at noon and runs to Wednesday, January 29th at 5pm. Be sure to sign up on time. Make sure you go into MU Engage under your service learning class, or you will not have an approved site for your class, and we cannot see if you sign up for something outside of your class. If you need to attend a reflection session for your course, sign up for those under your class too. If you are having any questions with the signing up, the easiest way to get help is to come to our office in the 707 Building, Room 303 (Next to Cobeen Hall).

**Step 3:** Once signed up,watch for an email from your Student Coordinator with further information within 24-48 hours of sign up. There will likely be paperwork you need to complete. You may need to watch the Working with Minors Video, complete a background check, have a TB test done, attend Safe Environment Training and attend a group orientation, depending on what your particular site requires. Pay attention to the instructions your Student Coordinator gives you. Take care of these requirements quickly. Turning in paperwork late or not taking care of your requirements can seriously delay your start date and could result in the loss of your placement.

**Step 4:** Get started! Site orientations are the weeks of January 27-February 7. You should start no later than mid-February. After your orientation, plan to go weekly at your scheduled day and time. If you have not heard anything about your orientation and it has been over a week since you signed up, reach out to your site and your student coordinator. If you need to miss due to illness or emergency, please let your site coordinator know ahead of time. You should ONLY miss due to illness or emergency. Your site is relying on you to be there when you said you would, so please plan ahead and make that happen. If you need help figuring out safe transportation, we are happy to help, give us a call or stop into our office.

**Step 5:** Log your hours in MU Engage as “Impacts”. Need help figuring out how to do that? See our website for help: <https://www.marquette.edu/service-learning/muengage.php>. Make sure you do it correctly. Your student coordinator should be the person marked to verify your hours. Do not make a “timesheet.” Share your impacts to your site, not your class. Don’t wait until the last minute to log hours, log them as you go so we can verify along the way and know that you have started, and things are going well. We can always check to make sure you are doing it right if you give us a call or drop your SC a message. Your hours will be officially verified at midterm and at finals. We will then send a report to your faculty member. If you are doing service learning for 2 or more classes, you need to share your hours to both classes. Directions on how to do that are available on the link above.

***\*\*\*\*\*\*\*\*Don’t forget to sign up for a reflection and attend it! They do fill up, and you don’t want to be left without a spot!!!\*\*\*\*\*\*\*\*\*\****

**Step 6:** Serve weekly! Make sure you are doing work that connects to your course. If you are in a Spanish class, you should be speaking Spanish. If you are in an education class, you should not be working with adults. In almost all cases, you need to be working with people. Let us know if you are having a hard time seeing the connection between your course work and your service placement. Communicate to your sites if you need to miss because of school breaks.

**Step 7**: Wrap up your service. Let your site know when your last day will be. Say goodbye to the people you built relationships with. Remember for most classes you need 18-20 hours, and that is what our sites are requesting as well. You are expected to serve through the last week of classes. Make sure all your impacts are **logged by the due date of Friday, May 2nd by 11:59pm.** If you are doing an independent placement at a site we do not work with, remember you must turn in a timesheet to our office prior to the due date (independent sites only!). If you need to make up hours during finals week, you must get approval from your professor and let your student coordinator know so they can verify your late hours.

Our office is open for drop-in visits Monday-Thursday, 9am-6pm, and Fridays 9-4pm.

We are located in the 707 Building, Room 303 (Next to Cobeen Hall)

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www.marquette.edu/servicelearning