



## Checklist/Timeline

Here is a checklist to help you stay on track through your service-learning experience:

- **Attend a Service-Learning Orientation (Mandatory)** within the first month of the semester (dates will be available online).
- **Find a site/agency** before completing the registration form. All sites have to be approved by the Alice Varnado Harden Center for Service & Community Engaged Learning (AVHCSEL). The site/agency list is available on the department website.
- **Complete the online registration form** after you attend the orientation (the professor will provide a link).
- **Contact site supervisor within** 2 days of receiving contact information for the site. Don't be shy call as soon as you can, explain who you are and why you're interested in working at this site and set up a meeting. (Before you go, learn everything you can about the organization check their website, etc.)
- **Keep track of your hours.** All Service log-in forms are to be turned in to your professor by the deadline.
- Make sure you start your service by the 4<sup>th</sup> week of the semester and complete your service the week before the deadline.
- Ensure your commitment and willingness to yourself, the course, and the community partner you are working with towards the teaching, learning, and service to this experience.
- All information can locate at <http://www.jsu.edu/studentlife/service-learning>.