

## WINTER 2016 SERVICE-LEARNING TIMELINE

Winter 2016	Events	Community Partners	Faculty	Students
<i>9 weeks before quarter</i> <b>Week of Nov. 2</b>	Veteran's Day is Nov. 11 (W).	Carlson Center begins conversations with partners about courses and potential service-learning opportunities for Winter Quarter 2016.	Courses for Winter Quarter 2016 are confirmed and posted on the Carlson Center website.	Students may access a list of service-learning courses on the Carlson Center website beginning this week.
<i>4 weeks before quarter</i> <b>Week of Dec. 7</b>		Carlson Center continues conversations with partners to develop service-learning opportunity descriptions. <b>Positions are entered into EXPO by Dec. 11 (F).</b>	Carlson Center corresponds with faculty about service-learning logistics (class presentations, etc.).	
<i>1-2 weeks before quarter</i> <b>Weeks of Dec. 21 and Dec. 28</b>	Christmas holiday is Dec 25 (F).	All service-learning positions are finalized.		Students are emailed by course roster, announcing service-learning positions are finalized and open for browsing.
<i>Week One</i> <b>Week of Jan. 4</b>	Classes begin / service-learning registration	Students register for service-learning Jan 6 - 8 (W-Th-F) <i>in most courses.</i>	Faculty & Carlson Center staff present service-learning to classes from Jan. 4 - 6 (M-T-W). Students register for service-learning Jan 6 - 8 (W-Th-F) <i>in most courses.</i>	Students review service-learning opportunities associated with their course(s). Students register for service-learning Jan 6 - 8 (W-Th-F) <i>in most courses.</i>
<i>Week Two</i> <b>Week of Jan. 11</b>	Service-learning orientation week	Carlson Center confirms service-learning students, and follows up with those not yet connected with an organization/position Jan. 11-12 (M-T).  Partners facilitate orientations and set quarterly schedules with students.	Carlson Center confirms service-learning student registration and works to follow up with those not yet connected with an organization /position on Jan. 11-12 (M-T).  Faculty and instructors check in with students and notify Carlson Center of any registration/ orientation problems.	Carlson Center follows up with students not yet connected with an organization/position on Jan. 11-12 (M-T).  Students attend orientation (and Pre-Service Workshops!), and should begin service with partner organizations.
<i>Week Three</i> <b>Week of Jan. 18</b>	MLK holiday is on Jan. 18 (M).	Service-learning begins (once orientations are complete).		Service-learning begins (once orientations are complete).
<i>Week Four</i> <b>Week of Jan. 25</b>		Service-learning continues.	Carlson Center begins conversations with faculty about Spring 2016 service-learning courses.	Service-learning continues. Students who have not yet begun their service should contact the Carlson Center.
<i>Week Five</i> <b>Week of Feb. 1</b>		Carlson Center checks in with partners mid-quarter about how things are going, via email, and begins conversations about courses and potential service-learning opportunities for Spring 2016.	Carlson Center checks in with faculty mid-quarter via e-mail and phone calls.	Carlson Center checks in with students mid-quarter about how things are going, via email. Students who have questions or are experiencing challenges should visit the Carlson Center.
<i>Weeks Six and Seven</i> <b>Weeks of Feb. 8 and Feb. 15</b>	President's Day holiday is on Feb 15 (M).	Visits to community partners and potential partners.	Faculty and instructors continue to check in with students about their service-learning efforts and experiences.	
<i>Week Eight</i> <b>Week of Feb. 22</b>		Carlson Center emails links for completing evaluations of current students' service, and invitations to post positions for Spring 2016.		Students are asked to complete an online survey about their service-learning experience, via e-mails sent by the Carlson Center in weeks 8, 10, and 11 (Finals).
<i>Week Ten</i> <b>Week of March 7</b>	Last week of service, and instruction	Students complete their final week of service <i>for quarter-long roles.</i> <b>Student evaluations and service-learning positions for Spring 2016 are due March 11 (F).</b>	Students' service-learning evaluations are due from partners by March 11 (F).	Students complete their final week of service <i>for quarter-long roles.</i>
<i>Finals Week</i> <b>Week of March 14</b>			Faculty can review service-learning student evaluations.	Students are in final exams. Student service-learning surveys are due March 18 (F).