

AUTUMN 2018 SERVICE-LEARNING TIMELINE

Autumn 2018	Events	Community Partners	Faculty	Students
6 weeks before quarter Week of Aug. 13		Carlson Center begins conversations with partners about courses and potential service-learning opportunities for Autumn Quarter 2018.	Courses for Autumn Quarter 2018 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.
3 weeks before quarter Week of Sept. 3		Carlson Center continues conversations with partners to develop service-learning opportunity descriptions. Positions are entered into EXPO by Sept. 7 (F).	Carlson Center corresponds with faculty about service-learning logistics (class presentations, etc.).	
1-2 weeks before quarter Weeks of Sept. 10 and Sept. 17		All service-learning positions are finalized.		Students are emailed by course roster, announcing service-learning positions are finalized and open for browsing.
Week One Week of Sept. 24	Classes begin Sept. 26 (W).		Faculty & Carlson Center staff present service-learning to classes from Sept. 26 –Sept. 28 (W-Th-F).	Students review service-learning opportunities associated with their course(s).
Weeks One to Two Sept. 28 – Oct. 2	Service-learning registration	Students register for service-learning Sept 28 through Oct 2 <i>in most courses</i> . Carlson Center confirms service-learning students, and follows up with those not yet connected with an organization/position on Oct. 8 & 9.		
Weeks Two to Three Oct. 3 - 12	Service-learning orientation	Partners facilitate orientations and set quarterly schedules with students. Student begin serving!	Faculty and instructors check in with students and notify Carlson Center of any registration/ orientation problems.	Students attend orientation (and Pre-Service Workshops!), and should begin service with partner organizations.
Week Four Week of Oct. 15		Service-learning continues.	Carlson Center begins conversations with faculty about Winter 2019 service-learning courses.	Service-learning continues. Students who have not yet begun their service should contact the Carlson Center.
Week Five Week of Oct. 22			Faculty and instructors continue to check in with students about their service-learning efforts and experiences.	
Week Six Week of Oct. 29		Carlson Center checks in with partners mid-quarter via email and begins conversations about courses and potential service-learning opportunities for Winter 2019.	Carlson Center checks in with faculty mid-quarter via e-mail and phone calls.	Carlson Center checks in with students mid-quarter via email. Students who have questions or are experiencing challenges should visit the Carlson Center.
Week Seven Week of Nov. 5	Veteran's Day is Nov. 12 (M).	Visits to community partners and potential partners.		
Week Eight Week of Nov. 12		Carlson Center emails links for completing evaluations of current students' service, and invitations to post positions for Winter 2019.		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 12.
Week Eleven Week of Dec. 3	Last week of service and instruction	Students complete their final week of service <i>for quarter-long roles</i> . Student evaluations and service-learning positions for Winter 2019 are due Dec. 7 (F).	Students' service-learning evaluations are due from partners by Dec. 7 (F).	Students complete their final week of service <i>for quarter-long roles</i> .
Finals Week Week of Dec. 10			Faculty can review service-learning student evaluations.	Students are in final exams. Student service-learning surveys are due Dec. 14 (F).