

SPRING 2019 SERVICE-LEARNING TIMELINE

Spring 2019	Events	Community Partners	Faculty	Students
6 weeks before quarter Week of Feb. 11		Carlson Center begins conversations with partners about courses and potential service-learning opportunities for Spring Quarter 2019.	Courses for Spring Quarter 2019 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 Mar. 4		Carlson Center continues conversations with partners to develop service-learning opportunity descriptions. Positions are entered into EXPO by Mar. 15 (F).	Carlson Center corresponds with faculty about service-learning logistics (class presentations, etc.).	
1-2 weeks before quarter Weeks of Mar. 18 and Mar. 25		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 Apr. 1	Classes begin Apr. 1 (M).		Faculty & Carlson Center staff present service-learning to classes from Apr. 1 – Apr. 3 (M-W).	Students review service-learning opportunities associated with their course(s).
Weeks One to Two Apr. 4 – Apr. 8	Service-learning registration	Students register for service-learning Apr. 4 through Apr. 8 <i>in most courses</i> . Carlson Center confirms service-learning students and follows up with those not yet connected with an organization/position on Apr. 12.		
Weeks Two to Three Apr. 8 - 14	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 Apr. 22		Service-learning continues.	Carlson Center begins conversations with faculty about Summer 2019 service-learning courses.	Service-learning continues. Students who have not yet begun their service should contact the Carlson Center.
Week Five Week of Apr. 29			Faculty and instructors continue to check in with students about their service-learning efforts and experiences.	
Week Six Week of May 6		Carlson Center checks in with partners mid-quarter via email and begins conversations about courses and potential service-learning opportunities for Summer 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 May 13		Visits to community partners and potential partners.		
Week Eight Week of May 20		Carlson Center emails links for completing evaluations of current students' service, and invitations to post positions for Summer 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 Ten Week of Jun. 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 Summer 2019 are due Jun. 7 (F).	Students' service-learning evaluations are due from partners by Jun. 7 (F).	Students complete their final week of service <i>for quarter-long roles</i> .
Finals Week Week of Jun. 10			Faculty can review service-learning student evaluations.	Students are in final exams. Student service-learning surveys are due Jun. 14 (F).