

Service-Learning Checklist

✓	Date Completed	Activities
		Read syllabus & understand service-learning assignment
		Attend the CSULB In-Class or General Service-Learning Orientation
		Receive & review list of approved community agencies, make a selection based upon your interests and availability
		Contact the organization, submit application, and schedule orientation
		Complete screening process (TB test, fingerprinting, etc.) if required
		Complete orientation and/or training
		Complete Service Learning Plan and provide a signed copy to: ___ agency ___ instructor ___ yourself ___ the CCE
		Record your service hours on the SL Time Log and/or agency time sheets.
		Reflect upon your experience as it relates to your course and your self (use a reflection log or other format as required by your professor)
		Mid-semester: with your agency supervisor, review the progress you have made toward your learning and service activity goals.
		Participate in workshops and/or events supported or sponsored by the Center for Community Engagement
		Near end of semester, provide appropriate “closure” with the agency and others with whom you serve
		Schedule a time with the agency supervisor to review your performance, including degree to which learning and service activity goals were met.
		Provide the agency with copies of any reports or other “products” of your service. Invite the agency representative to attend class presentations.
		Complete the “Evaluation of Service Learning and Agency Placement” survey.

“We never get to the bottom of ourselves on our own. We discover who we are face to face and side by side with others in work, love, and learning...”
Robert Bellah, American sociologist and author of Habits of the Heart

Placement Information

Agency Name & Address _____

Agency Contact _____ Phone _____ Email _____

Your Service Schedule _____

Center for Community Engagement, East Library/Academic Services Room 120
 (562) 985-7131 www.csulb.edu/csle