

STEPS TO COMPLETE SERVICE LEARNING

STUDENT CHECKLIST

STEP 1

Attend Orientation

Participate in the orientation session either in class or at a designated time with Caroline Meyer, the Coordinator for Service Learning & Engagement. The orientation format may vary, either as a group session or as an individual meeting, depending on the course requirements.

STEP 2

Research Organizations

Begin researching and connecting with organizations. A good place to begin your search is the community partner booklet in the Career and Experiential Education Center in SET 120. The booklet includes numerous community partners for you to brainstorm organizations to complete your service-learning.

STEP 3

Create Handshake Profile

Handshake is an online platform for college students to find employment, internships, and volunteer experiences. You can register for career fairs, communicate with employers, and search for job interests. The directions to create a Handshake profile are listed in Blackboard. Log into Handshake with your @msj.edu email. An account has already been made for you!

STEP 4

Submit Service Learning Experience & Pre-assessment in Handshake

The directions to complete this step are located in Blackboard. You will need the name of the organization where you will complete your service learning and the contact information of your supervisor.

STEP 5

Complete 7 Module in Blackboard

Submit the modules in Blackboard by the end of the semester. Guided due dates are listed on Blackboard to stay on track.

STEP 6

Complete 1:1 with Instructor

Schedule a time to meet with your course instructor on your own. An ideal time to have your meeting is halfway through the semester when you have completed around 15 hours.

STEP 7

Complete 1:1 with Caroline

Schedule a time to meet with Caroline midway through the semester at 15 service learning hours. If you have not met with your instructor at this point, make sure to schedule a meeting with them!

STEP 8

Complete In-Class Presentation and Submit Confirmation

Prepare a presentation and submit presentation materials. You can create your lesson using PowerPoint, Google Slides, Microsoft Word, etc.

STEP 9

Attend Guided Reflection

Schedule a class or additional time to attend the guided reflection.

STEP 10

Submit Hours Log with Signature

Keep a log detailing the dates and hours you complete your service learning. You can document your hours on paper, Microsoft Word, Google Docs, etc. Confirm that your supervisor can acknowledge and sign your log.

STEP 11

Submit Service Learning Final Assessment

Check your @msj.edu email at the end of the semester for a message from Handshake to complete your service learning!