Steps to Service Learning Checklist

☐ 1. Complete Forms SL 7 and SL8 and turn them in to your professor if you have not completed them for another class THIS SEMESTER. Complete a Criminal Background Check (Form#5) with the Spring Creek Lab School.

☐ 2. Go to http://www.ccccd.edu/servicelearning/ and look at service opportunities. Identify an organization that can provide an experience that will meet the course objectives for the course you are taking. If the organization offers tutoring and you are taking Family and the Community, it will not be a good fit. However, if it is a shelter for the Homeless or a Parent Education program it would be appropriate. If you are interested in working in an unapproved site, contact your professor and/or Regina Hughes, Director of the Center for Scholarly and Civic Engagement, at 972-881-5900.

☐ 3. Contact the organization and identify yourself as a Collin College Service Learning student. See if they have openings for you and if they require criminal background checks or other orientations. Remember to apply early.

☐ 4. Complete Form SL1 “Approval Form for Service Learning for Child Development and Education Courses” and turn in to your professor.

☐ 5. Complete Form SL2A, “Assignment Form” or Form SL2B if you are under 18. Turn in to your professor.

☐ 6. Complete Form SL3, Service Learning Agreement, HAVE the agency contact sign it and turn in to Professor BEFORE beginning your service learning.

☐ 7. Have a TB test completed BEFORE you begin your Service Learning experience. A TB test is good for one year. You must provide a copy of the test to your professor before you begin.

☐ 8. Fill out the date, activity and times on Form SL4, Time Log. Have the site supervisor sign your time log EVERY time you go. If they do not sign it when you go, you will be required to redo that hour. Make multiple copies of your log every couple of weeks in case you lose a copy.

☐ 9. Complete a one-page lab summary for EACH hour of lab. If you do 3 hours of lab at one time, write a 3 page summary. When you complete your 16 hour experience, write a reflection. Follow the outline on Form SL5, Journal Summary or Form SL6, Journal Instructions for Education courses.