SERVICE LEARNING GUIDE AND CHECKLIST

Choosing a Project

- ❒ Define "service learning" for students.
- ❒ Motivate and inspire students to get involved.
- ❒ Help students choose a project topic.

Creating an Action Plan and Preparing for the Project

- ❒ Define "action plan" and explain why one should be made.
- ❒ Explain what information should be included in the action plan.
- ❒ Familiarize students with different ways to find information on service learning.
- ❒ Organize students' research efforts.
- ❒ Have students sign project contracts.
- ❒ Organize students' work efforts by forming project teams or work groups.
- ❒ Help students write an action plan.
- ❒ Assist students with the creation of a project time line/work flowchart.
- ❒ Have students submit the action plan for approval from those who must okay the project.
- ❒ Prepare students to make presentations about the project.
- ❒ Help students refine their action plan, if necessary.
- ❒ Guide students as they follow the steps outlined in their action plan in order to prepare for the project.
- ❒ Explain the importance of and methods for tracking students' progress as they work to complete the project.
- ❒ Explain the concept and importance of having a strong work ethic.
- ❒ Explain special considerations that students may face while working on the project.

Carrying Out the Project

- ❒ Remind students to check and double-check to ensure that they have completed all the work for their project.
- ❒ Help students brainstorm last-minute project issues.
- ❒ Have students walk through the project and create an agenda for the day of the project.
- ❒ Support students as they complete their service learning project.
- ❒ Celebrate.

Self-Assessment and Public Assessment

- ❒ Explain what self-assessment is and why it is useful.
- ❒ Explain what self-assessment should include.
- ❒ Have students complete a self-assessment of their project work.
- ❒ Explain what a public assessment is and why it is useful.
- ❒ Explain what a public assessment should include.
- ❒ Have students complete a public assessment of their work.
- ❒ Assess the project's impact on students and the community.

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