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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