

## Faculty Service-Learning Checklist

### Before semester begins:

- ☐ Identify community partners or potential community partners and complete [M.O.U.s](#) if applicable. A list of agencies with which Belmont already has M.O.U.s on file can be found by using “SEARCH BY” and “Partner” on the [Agency Page](#) in Get Connected. For these agencies, the instructor can obtain a copy of the M.O.U. from the Office of Service-Learning and then only needs to complete a [Course Agreement form](#) with the agency.
- ☐ Complete the [S-L Course User Group Request for Faculty](#) Form.

### At the beginning of the semester:

- ☐ *Optional: Schedule a time for a representative from the Office of Service-Learning to come speak to your class.*
- ☐ Announce the service-learning component to your class and list the details in your syllabus.
- ☐ Explain the goal of service-learning and define how it is different from volunteerism or community service; discuss the benefits of service-learning to the students, agency, and local community.
- ☐ Highlight or propose some sample service-learning opportunities for students.
- ☐ Have students to complete appropriate [Release forms](#) and [Codes of Conduct](#) (easily done via Get Connected).
- ☐ Describe the steps for students to locate, secure, and track service-learning placements, including using the User Group feature of the Get Connected platform or student selected M.O.U.s, as applicable.
- ☐ Discuss the evaluation and reflection methods tied to the service-learning component, including an alternative assignment if relevant.

### During the semester:

- ☐ Monitor students’ progress in finding service-learning placements to ensure on-time completion.
- ☐ Conduct periodic assignments or reflection activities to connect service back to the learning objectives.
- ☐ Approve students’ submitted hours on Get Connected. ([See quick video overview here.](#))

### At the end of the semester:

- ☐ Invite community partners to complete [Community Partner Survey](#) (online survey format available too)
- ☐ Remind students to complete the [Student Service-Learning Survey](#) sent to them by the Office of Service-Learning.
- ☐ Complete the Faculty S-L Survey sent to you by the Office of Service-Learning.
- ☐ Approve (or deny) all submitted student service hours in your Class User Group on Get Connected.

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**\*\*Students can receive Service WELL Core credit for their completion of a service-learning course.**

- **Old WELL Core:** 1 hour = 1 credit. Students must submit hours on Get Connected. Once approved, students must submit one (1) Community Wellness task per hour served on Suitable.
- **New WELL Core:** Can complete all Service Wellness requirements, including the 20-point Service-Learning behavior category. Students must complete Service Wellness task activities on Suitable to earn credit. Note that hours must be logged & approved on Get Connected prior to earning credit on Suitable!