

## SERVICE-LEARNING

### Faculty Checklist

**Items REQUIRED to be completed & submitted to you by your students  
BEFORE the start of their Service-Learning (SL) project**

**X**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Student Agreement Form                      |
| <input type="checkbox"/> | Student Liability Waiver Form               |
| <input type="checkbox"/> | Community Based Organization Service Letter |

**Items REQUIRED to be completed & submitted to you by your students  
AFTER the completion of their Service-Learning (SL) project**

**X**

- |                          |                           |
|--------------------------|---------------------------|
| <input type="checkbox"/> | Student Time Log Sheet    |
| <input type="checkbox"/> | Student Reflection Paper  |
| <input type="checkbox"/> | Student Evaluation Survey |

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**Items REQUIRED to be submitted to the CSI Office  
when the service-learning project is completed but  
NO LATER THAN five (5) days after official grades are due**

**X**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Faculty Service-Learning Project Description Form AND<br>ALL student items listed above for each SL project |
|--------------------------|---|