

Teacher Checklist for Service Learning Development

Use this checklist as a quick reference to ensure you have completed all the steps detailed in this How-to Guide.

Before the Service Learning Project

- Review materials, including the *Service Learning* factsheet and the *J.C. Harmon Service Learning Program* factsheet, *Standards for Service Learning*, *Service Learning Contract* and *Service Learning Project Planning Worksheet*.
- Identify interested and qualified students.
- Work with students to develop a project framework.
- Train students to prepare them for the project.
- Make community partner contacts.
- Meet with community partners.
- Determine a communication strategy for the experience.
- Prepare students to maximize their learning.
- Secure signatures of students, parents and community partners on the *Service Learning Contract* and *Work-Based Learning Permission Form*.
- Prepare students to be safety and health conscious.
- Have students meet with community partner and visit service learning project site.

During the Service Learning Project

- Provide opportunities for reflection throughout the experience.
- Coordinate and implement concurrent learning activities at school.
- Maintain ongoing communication with community partners.

After the Service Learning Project

- Support students in participating in a Youth Advisory Council session.
- Support students in their next step.
- Publicly recognize student work.
- Review the project and plan for the following semester.
- Document and record the experience.