

COMMUNITY SERVICE-LEARNING



UNIVERSITY OF ALBERTA
COMMUNITY SERVICE-LEARNING

COMMUNITY PARTNER CHECKLIST

As a community partner, you play an integral role in co-educating the CSL students. You have an opportunity to mentor students and help them understand the larger social, cultural, and political issues involved in your work. Below are some key dates/activities that may help you understand how this learning can unfold over the next few months.

1ST WEEK OF CLASSES

- Students introduced to CSL opportunities

2ND WEEK OF CLASSES

- Students will contact you to set up initial meeting
- Please be prepared to receive calls and/or emails from students to set up an initial meeting

3RD WEEK OF CLASSES

- Meet students. Discuss plans for the semester, establish methods of communicating throughout term
- Student Security Check Applications and CSL Student Sign Up due

LAST WEEK OF JAN- MID FEB

- CSL Partnership Coordinators will check in
- Instructors may also check in

MID/END OF FEB

- Please spend a few minutes with student(s) to ask how their project is going, and whether they are (or are not) able to make connections to what they are learning in their courses

END OF MAR - BEGINNING OF APR

- Last Day of classes is early April
- Please spend a few minutes with student(s) to talk about how their projects went, to verify volunteer hours, and to wind up the placement.
- Some students may invite you to attend class presentations where they reflect on and share their CSL experiences
- Completion forms filled out with students

APRIL

- CSL Staff send a short survey - please take a few minutes to complete survey

TIMELINE OF IMPORTANT DATES

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|-----------------------------|---|
| EARLY DEC | <ul style="list-style-type: none">• Orientation Workshop for Community Partners & Instructors |
| EARLY JANUARY | <ul style="list-style-type: none">• First day of classes |
| MID-JANUARY | <ul style="list-style-type: none">• Student Security checks due |
| LAST WEEK OF JANUARY | <ul style="list-style-type: none">• Deadline for students to sign up on campusBRIDGE |
| EARLY FEBRUARY | <ul style="list-style-type: none">• Student security checks have cleared |
| FEBRUARY HOLIDAY | <ul style="list-style-type: none">• Winter Reading Week – No classes |
| MARCH/APRIL HOLIDAY | <ul style="list-style-type: none">• Easter Holiday - University offices closed |
| EARLY APRIL | <ul style="list-style-type: none">• Last week of classes. Student completion forms due• Last day of classes. CSL hours must have been completed by this date• CSLebration – an annual celebration for all community partners, students, instructors |

* Please check the CSL website for exact dates

Our CSL students commit **20 hours** each per term to their placements with you.

These hours are to be completed between the end of January and the first week of April.

QUESTIONS?

For more information, please contact your CSL Partnership Coordinator:

Erin Kelly
Jay Friesen
Mishma Mukith

uab.ca/CSL