Community Service-Learning (CSL) makes learning come alive. We link academic coursework to community-based experiences. Students bring their time and talents to community organizations as part of their studies, challenging them to engage with their learning in fresh new ways and to explore relationships between theory and practice. CSL gives students the opportunity to participate in the activities of a community agency or social action group as part of a university course. By taking part, students are connecting their education to what matters in their local communities.

Students who participate in CSL agree that reflecting on the process is key to both their learning and service. Instructors provide opportunities, through assignments and class activities, for students to critically explore the relationships between community placements, course material, and broader social issues. Students are also encouraged to seek out other ways to reflect on their CSL experiences (e.g., talk to your community supervisor, keep a journal, write creative prose, discuss your experience with friends, hang out at the host organization).

At the start of term, you can view a list of placement opportunities available to you via Google Drive Class Folders. See your course eclass page (the CSL info section) for more information about how to access and navigate Google Drive Class Folders. Follow the process your instructor has outlined for you to indicate interest in CSL and your placement preference. Consider the following questions as you decide which placements are best suited to you:

- What issues or causes really concern you?
- What time restrictions do you have (particular days/evenings/weekends)?
- What transportation arrangements can you make (bus, car pool, car)?
- What talents, skills, or abilities can you share with others? Which would you like to develop?
- What type of environment would you like to work in (indoor/outdoor; structured/unstructured)?
- What type of commitment would you prefer (once a week; intense several day event)?
- Do you prefer to work with any particular age group?
- Do you prefer working independently, one-on-one, or with a group?

At the end of each semester we ask all participants for feedback about your CSL experience. We appreciate your co-operation in filling out a 15-minute survey.
Some community organizations require that you pass a Police Information Check and/or Youth Intervention Record Check before you can begin working with clients at the organization. Refer to your placement opportunity description on Google Drive Class Folders for any required security checks.

**REQUIRED ID**

TWO pieces of valid ID that meet the following criteria:
- One piece of ID MUST be photo ID
- ID MUST be issued by the federal or provincial government
- MUST have your FULL name + date of birth

**ACCEPTABLE FORMS OF ID**

- Alberta Health Care (with FULL name, NOT initials)
- Birth Certificate
- Citizenship Card
- Driver's License
- Firearms Card
- Immigration ID Card
- Indian Status Card
- Passport
- Permanent Residence Card
- National Defense Card
- Student Visa

**WHEN + WHERE**

Police Information Checks can be done online by the Edmonton Police Service for those students living in Edmonton and surrounding communities. Students living outside the Edmonton area will have to complete their Checks through their local RCMP detachment. See your course eclass page (the CSL info section) for more information about completing this step, and the process for completing Youth Intervention Checks.

**ADDITIONAL INFO ABOUT SECURITY CHECKS**

- CSL will reimburse students $15 towards the cost of completing their Police Information Check. Youth Intervention Record Checks are free of charge.
- Security Checks typically take up to 2 weeks to be processed and returned.
- In most cases, Checks will be returned to you directly. It is your responsibility to provide a copy to your community partner.
- Additional clearances or agreements may be required by organizations due to the nature of their work and the clients they serve. Students need to be aware of any additional requirements (listed in the placement opportunity description on the Google Drive Class Folders)

**STUDENT PLACEMENT PROCESS**

The student placement process is fundamental to CSL and is required for your placement. It includes 2 steps: signing up for your confirmed placement opportunity on the Google Drive Class Folders, and a Completion Form which allows you, your community partner, and your instructor to verify that you have completed your placement.

**HOW IT WORKS**

1. After receiving confirmation of your placement from your instructor, return to your Google Drive Class Folders, and complete the Sign Up form. This step formally creates a record of your placement in the Google Drive Class Folders.

2. Set up a meeting with your Community Partner to discuss your placement, scheduling, communication, learning activities and ethics guidelines. Discuss if there are any final projects, products or deliverables that are required by the Community Partner and set deadlines for these to be completed by. Throughout the semester, CSL will check in with you via email to make sure you are on track with your placement.

3. Near the end of the semester, you need to fill out the Completion Form. Set up a meeting with your Community Partner to complete this form. Fill out the Student section of the form prior to the meeting and then have your Community Partner complete their section. Return the completed form to your Instructor by the deadline set in your course.
# WHEN DO I BEGIN? - TIMELINE OF RESPONSIBILITIES

## FIRST TWO WEEKS OF CLASSES

**Choose Your Placement**
Follow your Instructor's protocol to select an organization based on your interests, availability, and strengths. A list of placements and their requirements is available in the Google Drive Class Folders.

*Remember to pick a second placement as a back-up option, in case your first choice is full or unavailable. You will be receiving emails from CSL throughout the term to help guide your CSL progress.*

## BEFORE, OR BY, THE THIRD WEEK OF CLASSES

*(PLEASE CHECK THE CSL WEBSITE FOR EXACT DATE)*

**Sign up for your placement in the Google Drive Class Folders. Refer to the CSL Info section on the eclass page for your course for info and tutorials about how to do this.*

## THIRD WEEK OF CLASSES

*(PLEASE CHECK THE CSL WEBSITE FOR EXACT DATE)*

Complete your Police Information Check and Youth Intervention Record Check online. Refer to the CSL Info section on the eclass page for your course for links and information about completing this step.

## DURING TERM

**Complete Your CSL Placement**
Make a list of the dates when you are to complete placement activities. Check-in with your community supervisor throughout the semester as required. Contact your Community Supervisor if you have questions.

*Remember supervisors are just as busy as you are.*

**Complete Your Placement Completion Form**
Schedule a time near the end of your placement to meet with your community supervisor and fill out your Student Completion Form. Filling out this form with your Community Supervisor is necessary to demonstrate the fulfillment of your CSL placement (including hours and project). Discuss if and how you might continue, share copies of your work with your Community Supervisor and consider inviting them to a class presentation.

*Remember the CSLebration is in April at the end of the Winter term. This is an annual event for Students, Instructors and Community Partners where students can display their CSL class projects.*

## DUE TO INSTRUCTORS BY THE LAST DAY OF CLASSES

**Our website (uab.ca/CSL) is your best resource to find out more about:**

- The Certificate in Community Engagement + Service-Learning
- CSL-Designated Courses
- Pathways Program
- Non-Profit Board Student Internship
Be proactive, take charge of your own experience; be responsible and make your experience one that is meaningful, positive, and allows you to learn and grow.

Inform your community supervisor if your drop the class.

Treat your CSL assignment like a job: be punctual; set a schedule and stick to it; notify your supervisor ahead of time if you can’t attend and arrange to make up missed hours.

Minimize risks by being attuned to the physical, psychological, and emotional safety and well-being of people encountered.

Take part in activities at your placement that make you feel unsafe.

Reveal names and identifying information of community members and clients at the organization in discussions or writing without specific prior permission; respect client confidentiality.

DOs AND DON'Ts

Learn about the population the organization serves.

Look out for yourself and others.

Display a professional attitude, refrain from unprofessional remarks, and be courteous and respectful at all times.

Inform your community supervisor if your drop the class.

Treat your CSL assignment like a job: be punctual; set a schedule and stick to it; notify your supervisor ahead of time if you can’t attend and arrange to make up missed hours.

Minimize risks by being attuned to the physical, psychological, and emotional safety and well-being of people encountered.

Take part in activities at your placement that make you feel unsafe.

Reveal names and identifying information of community members and clients at the organization in discussions or writing without specific prior permission; respect client confidentiality.

Questions?

We welcome you to drop by the CSL Office anytime during office hours.

• Questions about your placement? Speak to your Community Supervisor first
• Questions about your course? Speak to your Instructor first