



This checklist outlines key activities + dates for coordinating CSL into your course. \*Exact dates are listed on the CSL website.

NOTE: Intention to teach with CSL must be submitted through the CSL Portal by the first Monday in May (Fall) / October (Winter) respectively.

<p><b>LAST WEEK OF AUGUST (FALL) / DECEMBER (WINTER) LOCATION: HC L-1</b></p>	<p><b>CSL Orientation Workshop:</b> CSL Staff will review key information for the coming term, and you will meet with your Community Partners to discuss your collaboration.</p> <p><b>Be prepared to discuss the following with your Community Partners:</b></p> <ul style="list-style-type: none"> <li>• Your course content and your Community Partners' placements/projects</li> <li>• Your respective expectations for students completing placements/projects</li> <li>• Your method for allocating placements/projects</li> <li>• Any ethical, safety issues/protocols relevant to each placement/project</li> <li>• Details of your in-class information session - where you invite Community Partners and CSL Staff to speak with your class</li> <li>• Effective methods for communicating throughout the term</li> </ul>
<p><b>FIRST WEEK OF CLASSES</b></p>	<p><b>Review Placement List and Syllabus:</b></p> <ul style="list-style-type: none"> <li>• Firm up class visit arrangements – with Community Partners and CSL Staff</li> <li>• Post CSL materials on your class website: CSL Student Site link, Student Guidebook, Placement List, Non-Profit Primer, CSL Completion Form</li> <li>• Review your syllabus – ensure all CSL deadlines are included (Security Checks, Student Sign Up, CSL Completion Forms); include a description of the process for placement allocation</li> </ul> <p><b>In-Class CSL Information Session + CSL Introduction/Overview:</b></p> <ul style="list-style-type: none"> <li>• Introduce CSL option – with help of CSL Staff if requested – and related assignments</li> <li>• Introduce Community Partners (if you have invited them) to describe their projects to the class</li> </ul> <p><b>Coordinate + allocate students' CSL Placements:</b></p> <ul style="list-style-type: none"> <li>• Request that students email their top two placement choices to you by a confirmed deadline. Choices should include a description of why they are interested in these placements, as well as any special considerations (background, time constraints)</li> <li>• Allocate students to available placements; notify students (by email or in class)</li> <li>• Make sure students know it is their responsibility to contact their Community Supervisor (contact the CSL Partnership Coordinators if problems arise)</li> </ul>



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<p><b>SECOND WEEK OF CLASSES</b></p>	<p><b>Student CSL Sign Up</b></p> <ul style="list-style-type: none"> <li>▄ Students access the CSL Student Site and complete the online form. Then meet with Community Supervisors for introduction/orientation to the placement*</li> <li>*(Note – some organizations have group orientations at set times)</li> <li>▄ Follow up with students; contact the CSL Partnership Coordinators if students are having difficulties reaching their Community Supervisor</li> </ul>
<p><b>THIRD WEEK OF CLASSES</b></p>	<p><b>Security Checks:</b> Remind students to visit the CSL Office in Arts + Convocation Hall during this week to complete their Security Check forms (if required by the Community Organization).</p>
<p><b>FOURTH WEEK OF CLASSES</b></p>	<p><b>CSL Placement Verification:</b> CSL will confirm placement lists with instructors based on the students who signed up</p>
<p><b>MID-TERM WEEK</b></p>	<p><b>Mid-term Check-ins:</b> Schedule at least two times during the middle of term to touch base with Community Partners about student placements.</p>
<p><b>LAST THREE WEEKS OF TERM</b></p>	<p><b>In-class CSL Evaluation:</b> CSL Staff will contact you to arrange a time for in-class CSL Evaluations. Surveys take 10-15 minutes, and are completed by CSL students, Non-CSL students, and Faculty. (Community Partners complete surveys also).</p>
<p><b>LAST WEEK OF TERM</b></p>	<p><b>CSL Completion Form:</b> Students will complete a CSL Completion Form in collaboration with their community partner to allow community partners to verify the student has completed the 20 hours and any final projects. Collect these forms by the last day of class.</p>
<p><b>END OF TERM</b></p>	<p><b>Wrap up your CSL Component:</b> Plan a time for students to reflect on and share their CSL experiences (e.g., presentations, project/poster displays, sharing circles, etc.). Invite Community Partners and CSL Staff to visit on these days.  Encourage students to show their appreciation &amp; thank Community Partners for the learning opportunity.</p>
<p><b>BEGINNING OF APRIL</b></p>	<p><b>CSLebration</b> An annual event to celebrate all students, instructors and community partners who contribute to the CSL program. Please collect student projects for display at this event, and send info to <a href="mailto:flaman@ualberta.ca">flaman@ualberta.ca</a>.</p>