



UNIVERSITY
OF ALBERTA

CSL Instructor Guidebook

Thank you for submitting your course intention form describing how you plan to integrate CSL into your course.

This document outlines the next steps.

Community Service-Learning

www.uab.ca/CSL

Community Service-Learning

Course Intentions

- The CSL team reviews all intention forms.
- You will be notified when the CSL Director has approved the opportunity or if further clarification is needed.
- The CSL Unit meets with all first-time CSL instructors, virtually or in person, before the term starts.

CSL Partnership Model

CSL is committed to meeting real community needs, rather than assigning “make-work” opportunities. CSL Partnership Coordinators work closely with community organizations to find meaningful and feasible opportunities for CSL students to complete 20 hours of service. They then match the CSL opportunities to courses.

CSL aims to match opportunities to courses carefully, ensuring we never assign more students than a community partner can support or more opportunities than students can fill per course.



Orientation & Communication

Before each term begins, CSL hosts a virtual orientation for instructors and community partners. This session includes important term-specific dates and expectations of community partners and instructors.

Most importantly, it offers an opportunity for instructors and their matched partners to connect, share information about the course, discuss the intended CSL integration, and learn more about the community partners and their CSL opportunities.

Clear communication between instructors and community partners is essential for aligning expectations throughout the semester.

Following the orientation, we strongly encourage you to email the matched community partners, introducing yourself and providing more information about your course, or arranging another time to virtually connect with them.

CSL also sends an email connecting you directly with your matched community partners before the terms start. This email includes:

- Partner contact information
- Links to course and opportunity descriptions
- The number of students each opportunity can accommodate



Canvas

CSL can add a brief CSL information block to your course Canvas page. This block includes important details on how students can obtain Police Information Checks, Vulnerable Sector Searches, and Child Intervention Record Checks. To allow us to do this, please add the Partnership Coordinators as 'Designers' in your course. Alternatively, you are welcome to import the block yourself from Commons. Please note that the information in this block may change slightly each term, so we recommend updating it each time you teach the course.

Class visits

Early in the term, CSL staff are available to visit your class (in-person or virtually) to:

- Introduce CSL as a pedagogy
- Explain how to connect with CSL team
- Explain CSL certificates, programs, internships and grants or awards that students might be eligible for by participating in CSL

You are also encouraged to invite community partners to briefly present, in person or virtually, about their organization and opportunity. This helps students feel better connected and prepared to collaborate with community partners.

Student Pairing & Tracking

Instructors are responsible for pairing students with community partners, keeping in mind the maximum number of students each opportunity can support. If helpful, CSL can share some opportunity matching systems used by other instructors.

Important note: Please only assign a community partner the number of students they have requested. Community partners have carefully decided how many students they have the capacity to host, so it is important to stay within the stated student allotment. Also, some community partners host students from multiple classes, so they may be receiving students from more than just your class. If more students are interested in pursuing CSL than you expect, please let the CSL Partnership Coordinators know, and they can look into finding more spots for students.

If less students are interested in pursuing CSL than you expect, we ask that you try to assign at least one student to each community partner. Since community partners invest time and energy into preparing to collaborate with CSL, we want to ensure that they receive at least one student.

It is also important to ensure students have enough time to meaningfully fulfill their CSL opportunity. To support this, we suggest finalizing matches and having students begin connecting with their community partners as close to the add/drop deadline as possible.

After the add/drop deadline, Partnership Coordinators will email all instructors requesting student sign-up lists with the following information:

- Students' UAlberta email addresses
- Students' first and last names
- Student ID numbers (the 7 digit number, not the CCID)
- Which CSL opportunity they have been assigned

This information is essential for:

- Workers' Compensation coverage while students are off campus
- Accurate tracking for student grants, the CSL Certificate, etc.

Students Starting Opportunities

Once students are assigned to their CSL opportunity, they are expected to contact the community organization directly via the contact information provided in the CSL opportunity description. This step is encouraged as a valuable opportunity for students to take initiative and begin building professional communication with their community partner. Alternatively, you are welcome to introduce the students to the community organizations.

Support & Troubleshooting

If students experience issues with community partners or anticipate not completing the required 20 hours within the standard timeframe, please contact the Partnership Coordinators.

The Director of CSL is also available throughout the term to support instructors with CSL pedagogy and critical reflection component support. They will also reach out to all instructors to check in throughout the term via email.

Student Completion of CSL

Towards the end of the term, the Partnership Coordinators will connect with instructors to ask whether they would like students to submit verification of their community engagement hours. If you choose this option, students will upload a verification email from their community partner confirming their completed hours. Community partners may also provide feedback on the student's contributions within the email. CSL will collect these submissions, share them with instructors, and retain a copy for program records.

Alternatively, you may choose to just provide CSL with a list of students who completed the CSL component for official CSL records.

End of Term Evaluations

Toward the end of the term, CSL's Evaluation Coordinator will reach out to schedule a time to come to your class to give the survey. It takes about 10–12 minutes to complete. Even students who didn't participate in CSL are asked to answer just the first few questions. If it's not possible to schedule the Coordinator to come to class, CSL can provide a link for your Canvas site so students can complete it online.

The survey is about students' experiences connecting community work with classroom learning, not about your teaching. If at least five students complete it, you'll receive an anonymized, aggregated report for your own use (e.g., teaching award applications). All surveys have ethics approval (ARISE no. Pro00124293) and are kept confidential.

CSL Team

Partnership Coordinators

- Match your course with community partners
- Can present in class about what CSL is
- Can add CSL information to Canvas
- Can check in with community partners if any concerns arise for you or students
- Can connect you with community partners to meet about the course

Director

- Guides you through the pedagogy of CSL such as evaluation, reflection, and integration into your course
- Links you to supports such as Small Grants and CSL in Large Classes grants
- Can assist with any course-based research ethics protocols if there is a community-based research process required (most CSL opportunities do NOT require this)
- Provides department level presentations and resources upon request

Program and Outreach Lead

- Can post about your events in the CSL newsletter or social media
- Can answer student questions related to CSL certificate

Evaluations Coordinator

- Will reach out at the end of the term to administer a survey