



Service-Learning

Fall 2019 Checklist

- Review Frequently Asked Questions and Student Resources.
- Review Community Partners (Affiliates) on GivePulse and choose a site that meets your course requirements.
- If you are a student who may need an accommodation for a disability, we encourage you to discuss your service-learning requirement with the Disability Support Services Department on either campus.
- Contact the site by phone or email to discuss the possibility of doing Service-Learning with them. Make sure your email is professional and explains why you need to complete Service-Learning hours. See FAQs for a sample email.
- Schedule a visit with the site supervisor and complete any required CORI paperwork, if necessary. Fingerprinting may also be a requirement for some sites.
- Coordinate your service schedule with your site supervisor and begin your Service-Learning hours **no later than October 11, 2019**.
- Complete the Service-Learning Contract with your site supervisor and professor. Submit your contract to the Service-Learning Office **no later than October 11, 2019**.
- Throughout the semester, submit your Service-Learning hours on GivePulse and submit all necessary reflection assignments to your professor.
- Ask your supervisor to submit your signed Student Hours Verification & Evaluation to the Service-Learning Office by **no later than December 16, 2019**.

If you have any questions, you may contact the Service-Learning Office at civiclearning@middlesex.mass.edu or 978-656-3462. The Service-Learning Office is located on the Lowell Campus in the Cowan Center, 5th Floor, Cubicle 21 or 4th Floor, Room 407. We are also located on the Bedford Campus in the Enrollment Center (Building 9), 2nd floor.