



# Service-Learning Calendar

## Spring 2019

DATE	TASK
Tuesday, January 22, 2019	Classes begin
Tuesday, January 22, 2019 - Friday, February 15, 2019	Service-Learning staff will conduct class presentations and be available for meetings on the Service-Learning process and how to use the Give Pulse database.
Friday, February 15, 2019 – Friday, March 8, 2019	Students choose and contact their sites, complete their contract, and prepare for their first day of service.
Friday, March 8, 2019	<b><u>DEADLINE</u> to submit your Service-Learning Contract.</b> You may submit your contract before this date.
Friday, March 8, 2019 – Monday, May 13, 2019	Students complete service-learning hours and track completed hours in the Give Pulse database. Hours must be verified by your site supervisor in the database.  *** You may begin serving hours before March 8 <sup>th</sup> . However, your contract must be submitted before you start serving hours. Keep in mind that winter weather might cause school and non-profit closings.***
Monday, May 13, 2019	<b><u>DEADLINE</u> to submit your Verification of Service-Learning Hours Letter and Student Evaluation forms should be received from your site supervisor.</b>  Your site supervisor should email the evaluation to <a href="mailto:civiclearning@middlesex.mass.edu">civiclearning@middlesex.mass.edu</a> . Your Verification of Service-Learning Hours Letter may be emailed or dropped off at Lowell Cowan Center 407 drop box, Cowan Center 5 <sup>th</sup> floor cubicle 21, and Bedford drop box outside of Campus Center room 200.
Monday, May 13, 2019	Classes end

You can reach the Service-Learning staff at [civiclearning@middlesex.mass.edu](mailto:civiclearning@middlesex.mass.edu) or by phone at 978-656-3462. The Service-Learning Office is located in the Cowan Center on the 5<sup>th</sup> Floor - Cubicle 21 (Lowell) or in the Campus Center, Office of Student Engagement -Room 211(Bedford).