



Service-Learning Spring 2019 Checklist

- Review Frequently Asked Questions and Student Resources.
- Review Community Partners (Affiliates) on GivePulse and choose a site that meets your course requirements.
- 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 March 8th, 2019**.
- Complete the Service-Learning Contract with your site supervisor and professor. Submit your contract to the Service-Learning Office **no later than March 8th, 2019**.
- Throughout the semester, submit your Service-Learning hours on GivePulse and submit all necessary reflection assignments to your professor.
- Submit a signed Verification of Hours Letter to the Service-Learning Office **no later than May 13th, 2019**.
- Ask your supervisor to submit your Student Evaluation to the Service-Learning Office **no later than May 13th, 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.