



Service-Learning Fall 2020 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 October 9th, 2020.**

Complete the Service-Learning Contract with your site supervisor and professor. Submit your contract to the Service-Learning Office **no later than October 9th, 2020.**

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 December 18th, 2020.**

Ask your supervisor to submit your Student Evaluation to the Service-Learning Office **no later than December 18th, 2020.**

If you have any questions, you may contact the Service-Learning Office at civiclearning@middlesex.mass.edu. The Service-Learning Office is located on the Bedford Campus in the Enrollment Center, Room 200 or Lowell Cowan Center Room 407.