Service-Learning
Fall 2021 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 8th, 2021.
Complete the Service-Learning Contract with your site supervisor and professor.
Submit your contract to the Service-Learning Office no later than October 8th, 2021.
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 17th, 2021.
Ask your supervisor to submit your Student Evaluation to the Service-Learning Office no later than December 17th, 2021.

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.