Service-Learning Courses Development and Implementation Timeline

This is a recommended timeline for setting ups a service-learning course beginning a year prior to the commencement of the semester the course will be initially offered. These recommendations are made to allow sufficient time for syllabus and curriculum revision, service activity identification and setup, and administrational requirements to be fully and comprehensively completed.

Timeline	Faculty	CICE
12 months+	Develop familiarity with service-learning pedagogy. Seek departmental support for teaching the service- learning course.	Available to meet with faculty to discuss ideas and consult on a path forward. Provide guides, literature and seminars to aid in understanding pedagogy.
	Begin course design/service learning integration:	
11-12 months	 Formulate draft Academic and Civic Learning Goals that meet objectives. Consider appropriate partner organizations and the criteria needed in a service experience to actualize learning goals. Sketch out potential reflection assignments. 	Assist in identifying appropriate partners and review proposed partnerships. Provide consultation on/examples of service- learning components in syllabus, curriculum, and reflection assignment development.
8-10 months	Schedule, meet with and select community partners with whom students will serve. Solidify and ensure mutual understanding of service experience composition. Communicate selected partner details to CICE.	CICE staff available to join meetings with partners to describe the administrative elements required for partnership. Propagate site registration and approval process.
6-8 months	Modify learning goals to align with identified service experience. Add concrete descriptive elements concerning service to draft syllabus. Develop reflection assignments.	Provide consultation on service-learning components in syllabus, curriculum, and reflection assignment development.
6 months	Finalize syllabus. Submit for department/Curriculog approval as required. Complete CELT to designate course as service- learning and Service-Learning Notification Form.	Provide link to the Community-Engaged Learning Tool and consultation on outcome as needed. Process assignment of Service-Learning attribute in class schedule.
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2-3 months	Confirm approval of partner(s)/service experience(s). Finalize Curriculum. Promote course as required.	Assist community partner as needed with registration requirements. Promote course through CICE digital signage, notice boards and social media.
1 month	Prepare for first day class presentation. Review administrative requirements documentation for future offerings of your service-learning course.	Provide First Day Presentation Checklist. Provide CICE Student Placement guide customized for course.