

CbSL Course Development Timeline

TIMELINE	3-6 weeks prior to the start of each quarter	1 st -2 nd week of the beginning of each quarter	By the 3 rd week of each the quarter	3 rd – 9 th week of each quarter	10 th week of each quarter	11 th week of each quarter
WHAT TO EXPECT	BEGIN CONVERSATIONS WITH STEANS STAFF	SERVICE SITE PLACEMENT PROCESS	ORIENTATION	START & COMPLETE SERVICE/PROJECT	EVALUATION	FINALS
WHAT DOES THIS MEAN?	<p>A Steans Center staff person assists in contacting community partners to request service-learning students or develop a project. The staff person will help the partner draft a job/task/project description. The number of students requested will be identified.</p>	<p>During the placement process partners have the opportunity to meet the faculty and students who will be doing service with you. They will give a brief 3-5 minute presentation during a regularly scheduled class on their organization and the tasks for students.</p>	<p>Students visit their assigned community partner to receive a tour, history of the org., potentially a community tour and any other information they may find pertinent (such as training or staff introductions). This is also a good time for students to coordinate and set a schedule for doing service.</p>	<p>Direct Service: Typically, 25 hours of service learning, but some courses have more/less hour requirements for the term. Project based: based on a final project deliverable. This option does not have an hour requirement. Nursing: This is a two year partnership. Students complete 16 hours of service per quarter for seven consecutive quarters (2 year) at a service site.</p>	<p>An end of the quarter evaluation survey will be distributed to all service sites, students, and faculty to receive feedback on the partnership experience.</p>	<p>Students are expected to have completed their service learning hours and/or project deliverables by this time.</p>