

Quick Service Learning To-Do Checklist

- Service Learning Center or Faculty have completed agency site visit (see website / faculty handbook)

- Service Learning Agency / University MOU Agreement in place between agency and University

- CSU Volunteer Appointment forms, completed (as applicable), original to HR, copies on file in faculty office

- SL Learning Plan and Service learning Agreement completed by student, faculty, and community partner for each placement and maintained in file in faculty member's office

- Service Learning time logs utilized for each student, maintained on service site

- Contact information form completed and on file in faculty office