

# Placement Based Service-Learning

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PARTNERSHIP ROLES & EXPECTATIONS

**SEATTLEU**

CENTER FOR  
COMMUNITY ENGAGEMENT

# Service-Learning Faculty

## PRIOR TO START OF QUARTER:

1. Alert placement coordinator about upcoming courses
2. Designate course "SRV-LRNG" on SUOnline
3. Confirm classroom presentation date with CCE staff
4. Approve list of service-learning partner organizations for your course.
5. Describe service-learning assignment in syllabus and include list of approved opportunities
6. Revise course syllabus to fully integrate service-learning into the course
  - a. Send syllabus and service-learning assignment to community partners
  - b. Be prepared to provide an alternate assignment for students who are unable to complete the service-learning assignment
7. Plan for the service-learning class presentation with CCE staff

## DURING QUARTER:

1. Facilitate service-learning class presentation (with CCE staff support)
  - a. Frame service-learning for students
  - b. Introduce CCE staff member and community partners
  - c. Facilitate class presentation
2. Maintain relationship with community partners
  - a. Check on student progress and visit sites, if possible, while students are there
  - b. Email note of appreciation and communicate about successes, challenges, and improvements towards end of the quarter
3. Use eServe
  - a. Require students to register on eServe
  - b. Check eServe regularly to make sure students are signed up and approved by the community partner
4. Provide consistent student support and offer opportunities for formal and informal reflection

## ANNUALLY:

1. Check in with placement coordinator to review courses
2. Visit community partners, preferably at the partner's site
3. Allow CCE staff to administer service-learning quality survey in class (bi-annually)

# Community Partners

## PRIOR TO START OF QUARTER:

1. Submit position descriptions to CCE coordinator, indicating schedule, number of positions, and any necessary application procedures for new volunteers
2. Sign partnership agreement with CCE
3. Confirm with CCE that organization has liability insurance

## DURING QUARTER:

1. Attend service-learning class presentations (if possible)
2. Respond to student communications regarding placements
3. Work with student to schedule orientation/training and volunteer hours
4. Provide regular supervision to students at site
5. Utilize eServe
  - a. Approve service-learning student placements in eServe
  - b. Approve hours in eServe
  - c. Submit student evaluation in eServe
6. Communicate with faculty and CCE staff if any issues arise

## ANNUALLY:

1. Host a site visit with CCE staff and/or faculty members
2. Review partnership agreement
3. Participate in service-learning assessment
4. Keep CCE staff up to date on organizational changes.

# Students

## DURING QUARTER:

1. Browse service-learning positions in eServe
2. Contact an organization to determine schedule and if it will be a good fit.
  - a. Complete any necessary organizational requirements to volunteer
3. Register for the position in eServe
4. Complete 18 hours of service over the quarter and apply experience to classroom concepts
5. Submit hours and community partner evaluation in eServe at end of quarter

# Center for Community Engagement

## PRIOR TO START OF QUARTER:

1. Collect position descriptions from community partners
2. Suggest menu of service-learning positions for course based on:
  - a. Good fit for course learning objectives
  - b. Organizations' current needs/capacities
  - c. Options for various days, times, and locations
  - d. Even distribution of placements across various courses with shared partners
3. Manage logistics for service-learning class presentation during the 1st week:
  - a. Confirm class presentation time with faculty member
  - b. Invite community partners and provide parking
  - c. Send CCE staff to hand out material and demo eServe
  - d. Co-facilitate handbook training with faculty, if needed

## DURING QUARTER:

1. Communicate with students in person and via email about placements
2. Maintain database of student placements
  - a. Work with Registrar's Office quarterly to input courses
  - b. Send reminders to students, faculty, and community partners regarding registrations and approvals
  - c. Complete and update background checks as needed
3. Advise faculty on service-learning issues, as needed, and offer opportunities to deepen service-learning practice

## ANNUALLY:

1. Annually update partnership agreements with community partners
2. Maintain current contact list of community partners
3. Host annual appreciation event for community partners and service-learning faculty
4. Sustain relationships with Seattle Metro Partners to create consistency for our partners
5. Seek new partnerships and maintain existing ones through site visits
6. Complete service-learning assessments (bi-annually)
7. Offer faculty training in facilitating the service-learning handbook training