IMPORTANT DATES FOR New SERVICE-LEARNERS
TIMELINE & STUDENT CHECKLIST

Before You Get Started…

☐ Attend an orientation
☐ Review the information in the Service-Learning Handbook with the Service-Learning staff.
☐ Complete the online registration form @ WWW.CANYONS.EDU/SL
☐ Fill out all Workers’ Compensation paperwork and turn it into the Service-Learning office before you start any service hours.
☐ Review – “Reflection Questions before starting your service hours.”
☐ Complete the Placement Form as soon as you know your site, and turn it in to the Service-Learning office at STCN-111 before you begin your service hours (STCN-111 is located on the Valencia Campus in the Student Center). Placement forms must be turned in by the 6th week of the semester.

Once you have started your project…

☐ Stay in contact with your agency and the Service-Learning staff to inform them of any developments or changes to your project.
☐ Maintain your Activity and Time Log.
☐ Review - “Reflection questions to consider during your service hours.”

After you completed your project…

☐ Turn in your Activity and Time Log to the Service-Learning office by May 21, 2015. Time logs must be turned in with required signatures before they will be accepted for credit.
☐ Review – “Reflection questions upon completion of service hours.”
☐ Complete the Reflection Assignment in the Service-Learning Handbook.
  ☐ E-mail a copy to servicelearning@canyons.edu by May 21, 2015.
  ☐ No hard copies of your essay will be accepted.

Reminder: Please keep copies of your forms and written work for your files.

College of the Canyons
For questions or assistance, call 661.362-3231 or e-mail servicelearning@canyons.edu
www.canyons.edu/sl