

# Service Learning Student Next Step Checklist

**(TAKE THIS CHECKLIST WITH YOU WHEN COMPLETING ACTIVITIES)**

	TO DO	Who Completes?	Date Completed
	1. Have Service Learning Application/Letter of Agreement signed by agency representative and return to Internship and Placement Office.	Student	
	2. Meet with the Internship and Placement staff to receive registration information and the Service Learning handbook.	Student IPO Staff	
	3. Register for the course (SLS 2940-Service Learning). 1 credit = 50 contact hours      3 credits = 150 contact hours 2 credits = 100 contact hours      4 credits = 200 contact hours	Student	
	4. Meet with your Service Learning Faculty Supervisor to develop a Service Learning Plan and receive orientation.	Student Faculty Supervisor	
	5. Provide the Agency Representative with a copy of your Service Learning Plan/Employer Evaluation.	Student	
	6. Show up at your site as planned, <b>complete your hours</b> , complete your <b>reflection journals</b> , communicate regularly with your Faculty Supervisor, and <b>turn in your attendance log and reflection activities monthly to your Faculty Supervisor</b> .	Student	
	7. Inform your Faculty Supervisor two weeks prior to the end of your experience so they can conduct an onsite visit to evaluate you.	Student	
	8. Complete onsite evaluation of student.	Faculty Supervisor	
	9. Complete the Student Satisfaction Survey when emailed to you. Respond before the deadline given in the email.	Student	

If you have any questions regarding this checklist, please contact the Internship and Placement Office (IPO) on your campus. We will be happy to assist you with any questions or needs.

### Internship Office Locations

**East** - 5-230A  
407-582-2037

**West** - SSB-206  
407-582-1035

**Osceola** - 1-263  
407-582-4196

**Winter Park** - 1-104 (Career Ctr)  
407-582-1035