

Faculty Service-Learning Checklist

Before Semester Begins:

- Identify community partners or potential community partners and complete [M.O.U.s](#) if applicable. A list of agencies with which Belmont already has M.O.U.s on file can be found by using “SEARCH BY” and “Partner” on the [Agency Page](#) in Get Connected. For these agencies, the instructor can obtain a copy of the M.O.U. from the Office of Service-Learning and then only needs to complete a [Course Agreement form](#) with the agency.
- Complete the [S-L Course User Group Request for Faculty](#) Form.

At the beginning of the semester:

- Optional: Schedule a time for a representative from the Office of Service-Learning to come speak to your class.*
- Announce the service-learning component to your class and list the details in your syllabus.
- Explain the goal of service-learning and define how it is different from volunteerism or community service; discuss the benefits of service-learning to the students, agency, and local community.
- Highlight or propose some sample service-learning opportunities for students.
- Have students to complete appropriate [Release forms](#) and [Codes of Conduct](#) (easily done via Get Connected).
- Describe the steps for students to locate, secure, and track service-learning placements, including using the User Group feature of the Get Connected platform or student selected M.O.U.s, as applicable.
- Discuss the evaluation and reflection methods tied to the service-learning component, including an alternative assignment if relevant.

During the semester:

- Monitor students’ progress in finding service-learning placements to ensure on-time completion.
- Conduct periodic assignments or reflection activities to connect service back to the learning objectives.
- Approve students’ submitted hours on Get Connected. ([See quick video overview here.](#))

At the end of the semester:

- Invite community partners to complete [Community Partner Survey](#) (online survey format available too)
- Remind students to complete the [Student Service-Learning Survey](#) sent to them by the Office of Service-Learning.
- Complete the Faculty S-L Survey sent to you by the Office of Service-Learning.
- Approve (or deny) all submitted student service hours in your Class User Group on Get Connected.

**Students can receive WELL Core credit for their completion of a service-learning course.

- **Old WELL Core:** 1 hour = 1 credit. Students must submit hours on Get Connected. Once approved, students must complete the WELL Core survey sent to their email. Once completed, their credits will be logged on BruinLink within 5 days.
- **New WELL Core:** Counts for 2 credits. Students self-report completion of a service-learning class on BruinLink under their Service Wellness Path. Note that hours must be logged & approved on Get Connected for these credits count.