# Fall 2011 Checklist of Important Dates and Requirements

<table>
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<th>Dates</th>
<th>Tasks</th>
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| **Prior to September 7th** | **Review Placements for Your Class**  
Available on our website [http://www.mu.edu/servicelearning](http://www.mu.edu/servicelearning)  
Click on Service Learner, then Courses & Placements |
| **September 7th**     | **Sign-Up Night**  
Anytime between 5:30 pm - 8:30 pm  
AMU Ballrooms  
Select your placement and receive important paperwork.  
Sites are assigned on a first come first serve basis. |
| **September 8th – September 12th** | **Late and Independent Placement Sign-Ups**  
For students who were unable to attend Sign-Up Night, or those who have completed the permission form to attend a placement different from those offered by the Service Learning Program (or that is not listed as an original placement for your course). |
| **September 12th**    | **Site Selection Deadline**  
Final day for students to select a service site. |
| **September 12th – September 23rd** | **Site Orientations**  
All scheduled orientations are mandatory unless otherwise noted. If you cannot attend the orientation, do not sign up for that placement! Please note that sites that work closely with children require Working with Minors training, which consists of viewing a video at sign up night or by going to: [http://www.agosnet.com/marquette](http://www.agosnet.com/marquette) |
| **September 13th**    | **TB Test Clinic**  
2:30 pm – 4:30 pm AMU 227  
OR September 14th, 11:30 am – 2:00 pm AMU 254  
If your site requires a TB test, Service Learning has arranged for Student Health Services to administer tests on these dates. TB Tests are $5 and can be paid for in cash, check, or Marquette Cash. |
| **September 16th**    | **TB Test Reading**  
11:00 am – 2:30 pm AMU 254  
You must return to AMU 254 between 11:00 am and 2:30 pm to have your TB test read. TB Tests require a results reading approximately 72 hours after the test has been administered. At this time, you will receive test documentation to be given to your site contact. |
| **September 14th**    | **Journey: A Pre-Service Reflection**  
6:30 pm – 8:00 pm AMU 227  
Through service we are asked to confront our own values and vulnerabilities, the inequality of our society, and harshness of marginalization. This new experience is bound to take you out of your comfort zone. Participants in this session will explore their own emotions, reservations, prejudices, hopes, and goals for this semester of service. |
| **September 17th**    | **Safeguarding All God’s Children Training**  
9:00 am – 12:00 pm Cudahy 001  
*This training is only required for students serving at specific Catholic sites. Refer to your placement description to know if your attendance is required. [http://www.archmil.org/events.htm](http://www.archmil.org/events.htm) |
| **Week of October 3rd** | **Hand in Contract to Professor**  
Contract must be signed by your site contact and professor. Check with your professor for specific deadlines. |
| **Throughout Semester** | **Reflection Sessions**  
| **October 11th** 12:30 pm - 2:00 pm AMU 227  
**October 25th** 5:30 pm - 7:00 pm AMU 227  
**November 4th** 11:00 am – 12:30 pm AMU 163  
**November 14th** 4:30 pm – 6:00 pm AMU 227  
**December 1st** 6:00 pm – 7:30 pm AMU 163  
**December 5th** 6:30 pm – 8:00 pm AMU 227  
Connect: Creating Common Ground  
Enhance: Diving Deeper  
Relate: Interfaith Experience of Service  
Expose: Unveiling a Polarized Nation  
Discern: The Paths Before Us  
Discern: The Paths Before Us (Repeated) |
**Week of November 28**

*Give Timesheets to Site Contact for Signature*

Timesheets should be given directly to Site Contact or placed in an agreed-upon place to be signed that week at the Site Contact’s convenience.

**Week of December 5**

*Pick Up Timesheets From Site Contact After Signature*

Timesheets should be picked up from Site Contact after being signed during the last week of service.

**Week of December 5**

*Last Week of Service Learning*

You are required to attend Service Learning through the last week of classes, regardless of whether you have fulfilled the number of hours required for your course.

**Week of December 5**

*Hand in Timesheets to Professor*

Timesheet MUST be signed by site contact. Check with your professor for specific deadlines.

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**Helpful Hints**

**Sign-Up Night:** It is very important that you review your placement options prior to Sign-Up Night, and please have more than one site in mind, as sites may fill up fast. Be sure to bring your calendar with you to Sign-Up Night. If you are unable to make the scheduled mandatory site orientation, you must sign up for a different site. It is not fair for us to ask our community partners to conduct multiple site orientations.

**Site Orientations:** ATTENDING THE SITE ORIENTATION IS MANDATORY. Most agencies have one orientation unless otherwise noted. There you will meet your site contact, and review the service opportunities, as well as agency rules and expectations. Some agencies may also include special training sessions. Bring your syllabus with you to your orientation, so you can be clear on what types of service experiences you should be involved in. If it seems like you will not be getting opportunities that apply to your course, be assertive and let the contact person know. Also, bring your Service Learning Contract to get your site contact’s signature. Remember to inform him/her when you will not be there for service due to holidays and vacation periods and also when your last day of service will be. You will be credited hours for your site orientation and trainings as well. Keep track of them on your time sheet.

**TB Test Clinic and Reading:** If you are required to have a TB test, you must sign up for an appointment to have your test administered. The appointments can be scheduled on Sign-Up Night and will take place September 13 in AMU 227 and September 14 in AMU 254. When you come for your test on either September 13 or 14, you will be given a specific time on September 16 to have your results read. If you are unable to make it to the clinic or to have your test results read, you will have to make an appointment with Student Health Services to have the testing administered in their office.

**Service Learning Contracts and Timesheets:**

Contracts will be collected during the week of October 3. Please have them completed and ready to hand in. Course objectives must be filled in, or the contract will not be collected. We ask that you take the contract very seriously and fulfill your semester-long obligation to the agency.

Timesheets will be collected during the week of December 5. Again, please make sure they are completed, signed, and ready to hand in the day that your Student Coordinator is scheduled to pick them up. Timesheets will not be accepted without the signature of the agency contact. Make sure the contract and timesheet are both signed by your supervisor at the site before you hand them in!

***Go to [www.mu.edu/servicelearning](http://www.mu.edu/servicelearning) for more information***

Marquette University Service Learning Office
707 N. 11th St. #303 (Located next to Cobeen Hall)
(414) 288-3262 or (414) 288-3264
Monday - Thursday 9:00 am - 7:00 pm
Friday 9:00 am - 4:00 pm