

## Spring 2012 Checklist of Important Dates and Requirements

Dates	Tasks
<b>Prior to January 25<sup>th</sup></b>	<p><b>Review Placements for Your Class</b> Available on our website <a href="http://www.mu.edu/servicelearning">http://www.mu.edu/servicelearning</a> Click on <b>Service Learner</b>, then <b>Courses &amp; Placements</b></p>
<p><b>Wednesday, January 25<sup>th</sup></b> Anytime between 5:30 pm-8:30 pm AMU Ballrooms</p>	<p><b>Sign-Up Night</b> Select your placement and receive important paperwork <b>* Sign-Up numbers <u>will not</u> be distributed prior to 5pm</b></p>
<p><b>January 26<sup>th</sup> &amp; 27<sup>th</sup></b> Service Learning Office (707 Building) 707 N. 11 Street, Room 303</p>	<p><b>Late Sign-Ups and Independent Sign-Ups</b> For students who were unable to attend Sign-Up Night, or <u>for students who have completed the permission form</u> to serve at a placement site different from those offered by the Service Learning Program (or that is not listed as an original placement for your course).</p>
<p><b>January 27<sup>th</sup></b></p>	<p><b>Site Selection Deadline</b> Final day for students to select a service site. Past this date, sites will only be assigned under extraordinary circumstances.</p>
<p><b>January 30<sup>th</sup> – February 10<sup>th</sup></b></p>	<p><b>Site Orientations</b> Scheduled orientations are <b>mandatory</b> unless otherwise noted. <b><i>If you cannot attend the orientation, do not sign up for that placement!</i></b></p>
<p><b>January 31<sup>st</sup></b> 3:00 pm-5:00 pm AMU 157 <b>OR</b> <b>February 1<sup>st</sup></b> 11:30 am-2:30 pm AMU 227</p>	<p><b>TB Test Clinics</b> If your site requires a TB test, the Service Learning Office has arranged for Student Health Services to administer tests on these dates. Sign up for an appointment at Sign-Up Night. TB tests are \$5, payable in cash, check or Marquette Cash at the time of the appointment.</p>
<p><b>February 3<sup>rd</sup></b> 1:00 pm-4:00 pm AMU 157</p>	<p><b>TB Test Reading</b> In order for your TB test to be valid, you must return for the test to be read by the nursing staff. At this time, you will receive test documentation that will be required by your site.</p>
<p><b>Wednesday, February 1<sup>st</sup></b> 6:30 pm–8:00 pm AMU 227</p>	<p><b>Journey: A Pre-Service Reflection</b> Service Learning is like no academic assignment that you have had before. Through service we are asked to confront our own values and vulnerabilities, the inequality of our society, and harshness of marginalization. We will be asked to learn from the city and apply our new knowledge to coursework. Instead of only reading about theories and concepts in class, we will be asked to test, feel, and observe those concepts in real life. This new experience is bound to take you out of your comfort zone. Veteran service learning students will share some of their own reflections of how they made sense of their experience. Participants in this session will explore their own emotions, reservations, prejudices, hopes, and goals for this semester of service.</p>
<p><b>Week of February 20<sup>th</sup></b></p>	<p><b>Hand in Contract to Professor</b> Contract must be signed by your agency contact and professor. Check with your professor for specific deadlines.</p>
<p><b>Throughout Semester</b> Tues, Feb. 21<sup>st</sup> 12:30-2:00 pm AMU 227 Fri, Mar. 23<sup>rd</sup> 11:00-12:30 pm AMU 227 Tues, Apr. 3<sup>rd</sup> 5:00-6:30 pm AMU 227 Mon, Apr. 16<sup>th</sup> 4:30-6:00 pm AMU 227 Wed, Apr. 25<sup>th</sup> 4:30-6:00 pm AMU 227 Mon, Apr. 30<sup>th</sup> 6:30-8:00 pm AMU 227</p>	<p><b>Reflection Sessions</b> Listen: This is Where I'm coming From Enhance: Diving Deeper Seek: Could There be an End Change: From Charity to Justice Discern: The Paths Before Us Discern: The Paths Before Us</p>

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**Week of April 23<sup>rd</sup>****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.

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**Week of April 30<sup>th</sup>****Pick Timesheets Up from Site Contact after Signature**

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

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**Week of April 30<sup>th</sup>****Last Week of Classes**

You are required to attend Service Learning through the last week of classes.

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**Week of April 30<sup>th</sup>****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. Please arrive to Sign-Up Night with at least five to six sites in mind as capacity is limited at each site. At Sign-Up Night, students will be assigned a number. **NEW FOR SPRING 2012: TO BE FAIR TO ALL STUDENTS, NO NUMBERS WILL BE DISTRIBUTED PRIOR TO 5:00 PM.** Be sure to bring your calendar and class schedule with you to Sign-Up Night.

**Site Orientations:** ATTENDING THE SITE ORIENTATION IS MANDATORY. Most agencies have one orientation unless otherwise noted. If you are unable to attend the scheduled orientation, you must sign up for a different site. It is not fair for us to ask our community partners to conduct multiple orientations. 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 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 Clinic and Reading:** If you are required to have a TB test, you must sign up for an appointment to have your test done. The appointments can be scheduled on Sign-Up Night and will take place January 31<sup>st</sup> and February 1<sup>nd</sup> in AMU 157 and 227. All students must return to AMU 157 on the 3<sup>rd</sup> to have the test 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 done at their office.

**Service Learning Contracts and Timesheets:**

**Contracts** will be collected during the week of February 20<sup>th</sup>. 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 last week of classes (April 30<sup>th</sup>). 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 our webpage for more information\*\*\*

[www.mu.edu/servicelearning](http://www.mu.edu/servicelearning)

**Marquette University Service Learning Office**

(707 Building) 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