## Service Learning Program
### Spring 2020 Checklist of Important Dates and Requirements

<table>
<thead>
<tr>
<th>Dates</th>
<th>Tasks</th>
</tr>
</thead>
</table>
| **Week of January 13th** | **Create MUEngage Profile**  
Visit engage.mu.edu and login with your MU credentials. Create profile and review service learning site placement options.  
Questions? Email muengagesupport@marquette.edu |
| **Prior to January 24th** | **Review Organizations and Site Placements for Your Class**  
To review the list of organizations partnered with your class:  
- Go to the service learning website [www.mu.edu/servicelearning](http://www.mu.edu/servicelearning)  
- Click on service learner  
- Click on courses & placements  
- Click on your professor’s name to see a list of organizations  
To review detailed site placement descriptions:  
- Log into your engage.mu.edu account  
- Find your class to review the list of site placements (Instructions for how find your class on MUEngage is on the service learning website).  
- Check MUEngage frequently for updated site placement information.  
You must create a MUEngage profile to review site placement options prior to sign-up. |
| **January 24th** | **ONLINE Sign-Up Day!**  
Students will sign-up online through MUEngage. Site placement sign-up will start at 2:00pm. The Service Learning Office will be staffed to answer questions from 2:00pm-4:00pm. If you have difficulties with sign-up, please call or visit the Service Learning Office (contact information on back of sheet) |
| **Jan. 25th & Feb. 1st** | **Safe Environment Training**  
Safe Environment Training is required to serve in all Catholic schools. You must complete the training before you begin service. The training, facilitated by the Archdiocese of Milwaukee, is offered on campus twice. You must pre-register for the training online at [http://milwaukee.cmgconnect.org](http://milwaukee.cmgconnect.org). If you miss the training on campus, please go to [https://www.archmil.org/offices/safeguarding/Safeguarding-Events.htm](https://www.archmil.org/offices/safeguarding/Safeguarding-Events.htm) to find a different day and time to take the training. |
| **January 25th – January 31st (Final Date)** | **Late ONLINE Sign-Ups and Independent Sign-Ups**  
Site placement sign-ups must be completed by **January 31st**. For students who are working at organizations not partnered with the Service Learning Program or their course, check with the Service Learning Program for specific instructions on how to register. After the final sign-up date, all students must get approval from the Service Learning Program Director or Assistant Director. |
| **January 27th – February 7th** | **Site Orientations**  
All community partner organizations will do a mandatory site orientation with service learners. Information regarding site orientations is listed within the placement description on MUEngage. If you cannot attend the orientation date listed, do not sign up for that placement! Your Student Coordinator will follow up with you via email with orientation date reminders and other paperwork/trainings you need to complete before your orientation. Make sure you submit any required paperwork to your site contact before or at your orientation. |
**January 30th**  
5:00pm-6:30pm AMU 163

**Introduction to Service Learning**  
Students who are new to service learning are highly encouraged to attend this session. This session will give you a brief historical overview of Milwaukee, help you explore ways to positively interact with the organization where you will serve, and help you examine your own comfort levels before you begin service.

**Take TB Test (if required)**  

<table>
<thead>
<tr>
<th>TB Test Clinics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If you are required</strong> to take a TB test, contact MU Medical Clinic, 414-288-7184, to set up an appointment. <strong>TB tests are $10, payable in cash, check, or Marquette Cash at the time of the appointment. For your TB test to be valid, you must return for the test to be read by the nursing staff. You will receive test documentation required by your site at your TB test reading. If you forget or do not have your TB test read, you must start to process over which will delay your service start date.</strong></td>
</tr>
</tbody>
</table>

**Throughout Semester**  
Thursday Feb. 13th, 5:30pm-7:00pm, AMU 227  
Tuesday Feb. 25th, 5:00pm-6:30pm, AMU 157  
Sunday, March 1st, 1:00pm-2:30pm, AMU 163  
Tuesday, March 24th, 6:30pm-8:00pm, AMU 157  
Thursday, April 2nd, 6:00pm-7:30pm, AMU 227  
Tuesday, April 7th, 6:00-7:30pm, AMU 163  
-or- Tuesday, April 21st, 4:30pm-6:00pm, AMU 157

**Reflection Sessions**  
Unequal Foundation  
Unpacking Our Stereotypes and Bias  
Service Learning in a Segregated City  
Service Learning in a Spiritual Context  
Where Will Your Path Take You?  
Now What? Moving From Charity to Justice

**Register for reflection sessions on your service learning class group page on MUEngage**

**Week of April 20th**  

<table>
<thead>
<tr>
<th>Verification of Impacts (i.e. service hours) Starts!</th>
</tr>
</thead>
<tbody>
<tr>
<td>You should record your Impacts (i.e. service learning hours) on MUEngage each week. Site contacts and service learning staff start verifying your impacts this week.</td>
</tr>
</tbody>
</table>

**Week of April 27th**  

<table>
<thead>
<tr>
<th>Last Week of Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are required to attend Service Learning through the last week of classes. All impacts must be recorded by this week. Impacts are verified by site contacts and service learning staff.</td>
</tr>
</tbody>
</table>

---

**For More Information:**  
www.mu.edu/servicelearning

Marquette University Service Learning Program  
(707 Building) 1102 N. 11th St. #303 (Located next to Cobeen Hall)  
Monday - Thursday 9:00 am-7:00 pm; Friday 9:00 am-4:00 pm