

Faculty Checklist

Name _____ **Semester** _____

Community Partner _____ **Course** _____

Contact Information _____

Provide the Community Engagement Coordinator with the following items for each course you would like recognized as service-learning involved each semester.

Faculty member agrees to:

Complete all necessary contracts for each service-learning project:

- _____ Have Community Partner sign the Community Partner and Faculty contract with the appropriate information for the project already filled out. Give a copy to the community partner and the Coordinator; Faculty keeps the original.
- _____ Copy the Community Partner and Faculty Contract after obtaining partner signature. Give the form to each student to sign. Faculty keeps each copy on file.
- _____ Determine whether a Hold Harmless form is necessary. If it is not, forward the email to the Coordinator. If it is, complete the form for each student. Send one copy to the Coordinator and Faculty keeps each remaining copy on file.
- _____ Complete a Confidentiality Form for each student. One copy goes to the Coordinator; Faculty keeps remaining copies on file for each student.
- _____ Complete either an ELR Waiver form for each student or the ELR Section Designation Proof.
- _____ Complete any additional social/class contract you choose use. One copy goes to the Coordinator; Faculty keeps remaining copies on file for each student.
- _____ Send a copy of the course syllabus to the Coordinator.

Be an active faculty participant in the Service-Learning Program

- _____ Provide project information to Coordinator by Week 3 of the semester.
- _____ Provide service-learning students' names and hours by Week 9 of each semester.
- _____ Provide information to students about the service-learning celebrations and deliver service-learning certificates to students.

- _____ Meet with and be available for Community Partner as needed, and provide an exit interview at the end of the project to evaluate partner's satisfaction with said project.
- _____ Provide electronic copies of student work, photographs, or other items that can be published on the website or shared in the Service-Learning Newsletter.