Check List for Doing a Community Service Learning Class

Months before the class:

Decide if you want the class designated in the schedule as Community Service Learning (S).

Contact Cynthia Kaufman (kaufmancynthia@deanza.edu) for individual mentoring and support, and Tom Izu (izutom@deanza.edu) for having a course designated as a service learning course.

When planning your class:

Design element of the class that lends itself to CSL.

Input your faculty information into Community Links, the ICCE database.

Work with ICCE to match projects you’d like students to do with appropriate community partners.

Require students to integrate the learning derived from service with subject matter learning outcomes through relevant reflective activities such as guided discussions, journal assignments, written assignments, and/or class presentations.

Evaluate students’ abilities to integrate the learning derived from service with subject matter learning outcomes, not merely on performance of community activities. This evaluation should contribute directly to student grades.

Prepare handouts for class, such as time sheets, and list of placement options. Maintain and verify students’ volunteer hours (see model materials on website).

During the Class:

Introduce students to the principles of community service learning.

Consider having community partners make presentations to class.

Have your students register with Community Links, the ICCE database and select a project.

Train students in appropriate behavior for placement.

Require students to complete no less than 12 hours per course of direct academically relevant community service.

Maintain and verify students’ volunteer hours.

After class:

Check in with community partners about how the placements went and what could be done better next time.

Makes sure the community partner/ completes the community partner evaluation (see ICCE).

www.deanza.edu/communityengagement/faculty/