### SPRING 2016

#### STUDENT SERVICE–LEARNING TIMELINE

<table>
<thead>
<tr>
<th>Spring 2016</th>
<th>Events</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>A few weeks before the quarter</td>
<td>Access a <a href="http://uw.edu/Carlson">list of service-learning courses</a> on the Carlson Center website beginning this week.</td>
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<tr>
<td>One week before quarter</td>
<td>Receive email from Carlson Center announcing service-learning positions are finalized and open for browsing in EXPO.</td>
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**Week One**  
**Week of March 28**  
*Classes begin & Service-learning registration*

| Week Two  
**Week of April 4** | Pre-service workshops and orientations | April 4-6 (M-T-W): Participate in **Pre-Service Workshops** in MGH 171! This workshop offers you a basic overview of service-learning fundamentals including:  
- Building reciprocal relationships  
- Approaching community work from an asset-based perspective  
- Exhibiting professionalism in your work with community organizations  
- Navigating difficult situations that can come up in service  

April 4-8 (M-T-W-Th-F): Participate in **orientations with your host organizations**. Review details in your position description and contact your site supervisor to RSVP – or for more details. These should, in most cases, be complete by April 8 so you can begin your regular service soon after.  

April 5-6 (T-W): Carlson Center follows up with students not yet connected with an organization/position.  

April 8 (F): **Self-Placement forms are due.** Students who use pre-existing volunteer work to meet course service-learning requirements must review information and complete a self-placement form ([link to form](http://uw.edu/Carlson)). |

| Week Three  
**Week of April 11** | Begin service-learning | **Service-learning begins** (as soon as orientations are complete). |
| Week Four  
**Week of April 18** | Service-learning continues. If you have not yet begun your service, contact the Carlson Center as soon as possible. | |
| Week Five  
**Week of April 25** | Mid-quarter check ins | **Carlson Center checks in** with you (and with partner organizations!) mid-quarter via email, to ensure your service-learning is off to a good start, and to see how things are going. If you have questions or are experiencing challenges, visit the Carlson Center! Service-learning continues through the last week of classes. |
| Week Eight  
**Week of May 16** | Receive email from the Carlson Center asking you to complete an online survey reflecting on your service-learning experience (reminders are also sent in weeks 10 and 11). | |
| Week Ten  
**Week of May 30** | Complete your **final week of service** – for quarter-long roles (students with longer commitments continue to volunteer). Don't forget to thank your host organization for their support of you and your learning!  
June 3 (F): **Service-learning evaluations are due from your site supervisor.** You are NOT responsible for completing or ensuring that end of quarter evaluations are submitted. The Carlson Center asks service organizations to complete electronic evaluations of your participation in service-learning during the quarter (though reminders to your site supervisor can be helpful). | |
| Finals Week  
**Week of June 6** | Finals Week | June 10 (F): **Student service-learning surveys are due.** |