TIME CONSIDERATIONS:
Positions should be designed for 4-6 hours of work per. The student should be oriented to your organization and have their schedule for Winter Quarter (beginning on January 6th, 2014) by December 6th, 2013.

TIMELINE
1. CSL positions submitted to EXPO, September 6th, 2013
2. Classes Begin: September 25th, 2013
3. CSL commitments confirmed, Friday, November 15th, 2013
4. CSL students oriented to your organization by December 6th, 2013
5. CSL students begin in your organization the week of January 6th, 2014
6. CSL commitments end: Week of June 3rd, 2014

*Please note: Students follow the UW’s Academic Calendar and are not expected to work at CSL sites on major holidays or over school breaks.

SUBMITTING POSITIONS
You will submit positions through our online service-learning database, EXPO. If you need a log-in or have any trouble accessing the system, please feel free to email us at serve@uw.edu.

We ask that you indicate CSL positions in EXPO by putting “CSL” after the title of the position (ex. Crisis Intervention Phone Worker, CSL). This will help us to designate these positions specifically for the CSL program. Please have all positions in EXPO by September 6th, 2013.

DEVELOPING PROJECT/POSITION DETAILS
When developing a project or position title and description, keep in mind that:
- Service learning students choose their organization based primarily on what is written in the position description;
- A clear and creative title and description will likely increase student response to the position;
- Focused projects with clear expectations, visible outcomes, and a plan for developing skills over time keep students on track, interested and motivated.

SELECTION PROCESS
Students will begin browsing positions at the beginning of October, then meet with an advisor from the School of Social Work in order to develop their own learning goals and objectives in conjunction with positions they are interested in. October 23rd – October 25th, 2013, students will register online for the CSL position they feel is the best fit.

Students will then contact the agency supervisor to set up an initial meeting or phone conversation.

We encourage you to do an informal interview with the student to make sure there is a good match. You are not required to accept a student if you do not feel that the placement will be of mutual benefit. Once there is mutual agreement, the student is expected to confirm their placement with the Carlson Center by November 15th, 2013.
ORIENTATION AND LOGISTICS
An organizational orientation should familiarize the students with the mission of the organization, the space, the people, and safety issues related to the respective position and responsibilities. This orientation is the students’ first substantive contact with your organization and will set the tone for the service learning experience. Orientation should take place before December 6th, 2013.

SUMMARY OF DATES
September 6th – CSL positions due in EXPO
October 7th – CSL students begin browsing positions in EXPO
November 15th – CSL students confirm their position selection with the Carlson Center. This means they should have completed an interview at their selected organization.

UW SSW COMMUNITY SERVICE LEARNING CONTACT INFORMATION
Please contact us at any point if you have questions, concerns or ideas!

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