<table>
<thead>
<tr>
<th>Spring Quarter 2015</th>
<th>Community Partners</th>
<th>Faculty</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>8 weeks before quarter week of February 2</strong></td>
<td>Carlson Center staff continues conversations with community partners about courses and potential service learning opportunities for Spring 2015. Visits to community-based organizations</td>
<td>Visits to community-based organizations</td>
<td>Students may access a list of service-learning courses on the Carlson Center web site beginning this week.</td>
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<tr>
<td><strong>3 weeks before quarter week of March 9</strong></td>
<td>Carlson Center staff continues conversations with community partners and develops service-learning opportunity descriptions. Service-learning positions entered into EXPO by Friday, March 13.</td>
<td>Faculty can review service learning student evaluations for Winter 2015. Correspondence with faculty about service-learning logistics (class presentations, etc.)</td>
<td></td>
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<tr>
<td><strong>1 week before quarter week of March 23</strong></td>
<td>All service-learning positions are finalized</td>
<td></td>
<td>Email to students by course roster announcing service-learning positions are finalized and open for browsing</td>
</tr>
</tbody>
</table>
| **Week One**  
**week of March 30** | Service Learning Registration: April 2-6 | Service Learning Registration: April 2-6 | Service Learning Registration: April 2-6 |
| **Week Two**  
**week of April 6** | April 7: Carlson Center staff confirms service learning students (and corresponding courses)  
Partners facilitate orientations and set quarterly schedules with students. | April 7: Carlson Center staff confirms service learning students (and corresponding courses)  
Faculty and instructors check in with students and notify Carlson Center staff of any registration/orientation problems. | April 7: Carlson Center staff confirms service learning students (and corresponding courses)  
Students attend orientation, and should begin working at partner organizations. |
| **Week Three**  
**week of April 13** | Service Learning begins (post-orientation) | Service Learning begins (post-orientation) | |
| **Week Four**  
**week of April 20** | Service-Learning Continues | Service-Learning Continues | |
| **Week Five**  
**week of April 27** | Mid-quarter check-in phone call and e-mails. | Mid-quarter check-in e-mail and phone calls. | Mid-quarter check-in reflection meetings and/or e-mails. |
| **Week Six**  
**week of May 4** | Visits to community-based organizations | Visits to community-based organizations | |
| **Week Seven**  
**week of May 11** | Visits to community-based organizations | Visits to community-based organizations | |
| **Week Eight**  
**week of May 18** | Evaluations link to EXPO for service-learning students sent to service-learning organizations. | Service-learning student evaluation web link sent out via e-mail weeks 8, 9, and 10 | |
| **Week Ten**  
**Last week of instruction**  
**Week of June 1** | Service Learning Evaluations Due June 5 | Service Learning Evaluations Due June 5 | |
| **Week of June 8**  
**Finals Week** | Faculty can review service learning student evaluations | | Students are in final exams.  
Student Service Learning Survey Due June 12 |