# WINTER 2017 SERVICE-LEARNING TIMELINE

<table>
<thead>
<tr>
<th>Winter 2017</th>
<th>Events</th>
<th>Community Partners</th>
<th>Faculty</th>
<th>Students</th>
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<tbody>
<tr>
<td><strong>6 weeks before quarter</strong></td>
<td><strong>Week of Nov. 21</strong></td>
<td>Carlson Center begins conversations with partners about courses and potential service-learning opportunities for Winter Quarter 2017.</td>
<td>Courses for Winter Quarter 2017 are confirmed and posted on the Carlson Center website.</td>
<td>Students may access a list of service-learning courses on the Carlson Center website beginning this week.</td>
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<td><strong>4 weeks before quarter</strong></td>
<td><strong>Week of Dec. 5</strong></td>
<td>Carlson Center continues conversations with partners to develop service-learning opportunity descriptions.</td>
<td>Carlson Center corresponds with faculty about service-learning logistics (class presentations, etc.).</td>
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<td><strong>1-2 weeks before quarter</strong></td>
<td><strong>Weeks of Dec. 19 and Dec. 26</strong></td>
<td>Christmas, observed Dec. 26 (M) All service-learning positions are finalized.</td>
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<td>Students are emailed by course roster, announcing service-learning positions are finalized and open for browsing.</td>
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<td><strong>Week One</strong></td>
<td><strong>Week of Jan. 2</strong></td>
<td>Service-learning registration. New Year's Day, observed Jan. 2 (M). Classes begin Jan. 3 (T).</td>
<td>Faculty &amp; Carlson Center staff present service-learning to classes from Jan. 3-Jan. 5 (T-W-Th).</td>
<td>Students review service-learning opportunities associated with their course(s).</td>
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<td><strong>Week Two</strong></td>
<td><strong>Week of Jan. 9</strong></td>
<td>Service-learning registration week and orientations begin. Students register for service-learning Jan. 6-10 (F-T) in most courses. Carlson Center confirms service-learning students, and follows up with those not yet connected with an organization/position on Jan. 11-13 (W-F).</td>
<td>Students register for service-learning Jan 6-10 (F-T) in most courses. Carlson Center confirms service-learning student registration and follows up with those not yet connected with an organization/position on Jan. 11-13 (W-F).</td>
<td>Carlson Center follows up with students not yet connected with an organization/position on Jan. 11-13 (W-F).</td>
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<td><strong>Week Three</strong></td>
<td><strong>Week of Jan. 16</strong></td>
<td>Service-learning orientations cont. Martin Luther King Day, Jan. 16 (M) Partners facilitate orientations and set quarterly schedules with students.</td>
<td>Faculty and instructors check in with students and notify Carlson Center of any registration/orientation problems.</td>
<td>Students attend orientation (and Pre-Service Workshops!), and should begin service with partner organizations.</td>
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<td><strong>Week Four</strong></td>
<td><strong>Week of Jan. 23</strong></td>
<td>Service-learning continues.</td>
<td>Students register for service-learning Jan 6-10 (F-T) in most courses. Carlson Center confirms service-learning student registration and follows up with those not yet connected with an organization/position on Jan. 11-13 (W-F).</td>
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<td><strong>Week Five</strong></td>
<td><strong>Week of Jan. 30</strong></td>
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<td><strong>Week Six</strong></td>
<td><strong>Week of Feb. 6</strong></td>
<td>Carlson Center checks in with partners mid-quarter about how things are going, via email, and begins conversations about courses and potential service-learning opportunities for Spring 2017.</td>
<td>Carlson Center checks in with faculty mid-quarter via e-mail and phone calls.</td>
<td>Carlson Center checks in with students mid-quarter about how things are going, via email. Students who have questions or are experiencing challenges should visit the Carlson Center.</td>
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<td><strong>Week Seven</strong></td>
<td><strong>Week of Feb. 13</strong></td>
<td>Visits to community partners and potential partners.</td>
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<td>Students are asked to complete an online survey about their service-learning experience, via e-mails sent by the Carlson Center in weeks 8, 10, and 12.</td>
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<td><strong>Week Eight</strong></td>
<td><strong>Week of Feb. 20</strong></td>
<td>Presidents Day, Feb. 20 (M) Carlson Center emails links for completing evaluations of current students' service, and invitations to post positions for Spring 2017.</td>
<td>Students' service-learning evaluations are due from partners by March 10 (F).</td>
<td>Students complete their final week of service for quarter-long roles.</td>
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<td><strong>Week Ten</strong></td>
<td><strong>Week of March 6</strong></td>
<td>Last week of service, and instruction Students complete their final week of service for quarter-long roles. Student evaluations and service-learning positions for Spring 2017 are due March 10 (F).</td>
<td>Students complete their final week of service for quarter-long roles.</td>
<td>Students are in final exams. Student service-learning surveys are due March 17 (F).</td>
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<td><strong>Finals Week</strong></td>
<td><strong>Week of March 13</strong></td>
<td>Faculty can review service-learning student evaluations.</td>
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