

Checklist for Service-Learning Students As They Visit K-12 Schools

Kendra Clark, Feb. 2008

Arrange an In-Person Site Visit to Discuss the Service Learning Project in Detail

Goals and Objectives of the Service Learning Project

- What are the Service Learning Objectives for K-12 Students and BSU Service Learners?
- What are the Academic Objectives for K-12 Students and BSU Service Learners?

Service Learning Project

- Number of students involved
- What will the service project entail?
- Who will supervise?
- Who is the contact person for K-12?
- Who is the contact person for BSU?

Logistics

- How do BSU Service Learners check-in at the K-12 school?
- How will BSU Service Learners log their hours?
- What is the dress code for BSU students?
- Where should BSU students park?
- Where and when will BSU students be working?
- Discuss the room set-up and available resources and supplies

K-12 Guest Speaker Policy

- Request permission for guest speaker, no less than seven working days before service begins, from K-12 building administrator (Meridian School District requires specific Guest Speaker Form)

Evaluation and Reflection

- What evaluation will be used to determine success of completed Service?
- When will the evaluation be administered?
- How will the information gathered in the evaluation be used for future Service Learning Projects?
- What form of reflection will be used to help all students gain insight into how their Service Learning Project impacted their personal selves, schools and communities?

Privacy Rights

- Are students allowed to take pictures or video?

Contracts

- Fill- out and sign the Service Learning Contract

Introductory Meeting for BSU Students with their K-12 Partner

This information is for BSU students to discuss with their K-12 Partner during their initial meeting.

- **Establish strong rapport with K-12 educators through appropriate modes of communication.**
 - Phone calls and messages should be left on K-12 teacher voice-mail
 - E-mail messages may be sent directly to K-12 teachers by BSU Faculty
 - Visits to K-12 site should occur before or after school hours unless otherwise stated
 - When speaking with a K-12 partner be respectful and cordial

DISCUSSION ITEMS

- **BSU Student Roles and Expectations:**
 - Discuss visitor check-in policies for BSU students at the K-12 school site(For example: do student sign-in at the front office and secure a name badge?)
 - Discuss where the BSU students should park. Emphasize the BSU students' responsibilities for getting to and from the K-12 site.
 - Discuss who will be responsible for the BSU students once they are in the K-12 building. Who will be monitoring their work with the K-12 students?
 - Discuss whether or not BSU students will need to keep a record of their service hours at the K-12 site. Who will keep track of the timesheets?
 - Discuss in detail, the BSU students' tasks as they relate to the service learning project. Communicate this verbally as well as in writing for the BSU students. Also include BSU academic and service learning goals and how they will be accomplished during the service learning project.
 - Discuss dress policy
 - Discuss importance of being on time
 - Discuss appropriate language and behaviors while in and around a K-12 school site
- **Review Project Details:**
 - Finalize meeting days and times
 - Clearly communicate the specific tasks of the BSU students (what should the BSU students be doing the entire time they are at the K-12 school site)
 - Discuss how the BSU students will be evaluated. Who will evaluate them? Will this be a grade or part of a grade? Will there be required written assignments?
 - When BSU students finish their service with the K-12 students, will there be reflection? Who is in charge of the reflection? What is the purpose of the reflection?
- **Thank you:**
 - Send thank you notes to the K-12 class and the K-12 staff and any community members that were involved in the service project.