California State University Channel Islands
Service-Learning Course Flow Chart

Phase I
Before Class Begins
- Faculty discusses ideas for placement sites with Service Learning Coordinator.
- Service Learning Coordinator conducts site survey for risk management.
- Faculty visits site in order to judge appropriateness and plan in-class orientation for students.
- Community Organization and Procurement Office Sign Learning Agreement.
- Faculty designs syllabus describing service-learning project, identifying community need, linking learning goals to service learning project, incorporating reflection exercises and feedback component.

Phase II
During Class
- Faculty orients students to course goals and placement site.
- Site supervisor orients students to placement at site.
- Students, faculty, and site supervisor sign Student Learning Plan (Optional – faculty, students and CO fill out placement logs).
- Placements begin.
- All parties fill out feedback forms at the end of the class.