

SERVICE-LEARNING PROCESS

1 FIND AND CONTACT A MCC-APPROVED AGENCY WHERE YOUR PROJECT WILL TAKE PLACE



2 COMPLETE ASSUMPTION OF RISK & ENROLLMENT FORMS



3 KEEP TRACK OF YOUR HOURS
COMPLETE ANY REQUIRED ASSIGNMENTS



4 VERIFY YOUR HOURS
REQUEST SUPERVISOR EVALUATION



5 REFLECT ON YOUR EXPERIENCE
What did you learn? What was the impact? How have you changed?



6 DEMONSTRATE WHAT YOU'VE LEARNED!
Apply knowledge, final project, presentation, etc.



**CENTER FOR
COMMUNITY &
CIVIC ENGAGEMENT**

INTERESTED IN
COMMUNITY-
BASED
LEARNING?

Need help?

servicelearning@mesacc.edu
The Center for Community &
Civic Engagement
KSC 35N, lower level of
clocktower

SERVICE-LEARNING CHECKLIST

Getting started with a service-learning experience should be simple, just make sure to plan ahead!

BEFORE:

- Know your instructor's deadlines
- Choose a project / Agency site
- Coordinate with your agency site
- Submit Assumption of Risk form
- Submit enrollment form

DURING:

- Communicate!
- Track your hours
- Complete related assignments
- Reflect on your experience

AFTER:

- Get supervisor signature & evaluation
- Submit approved hours
- Complete survey