California State University Channel Islands
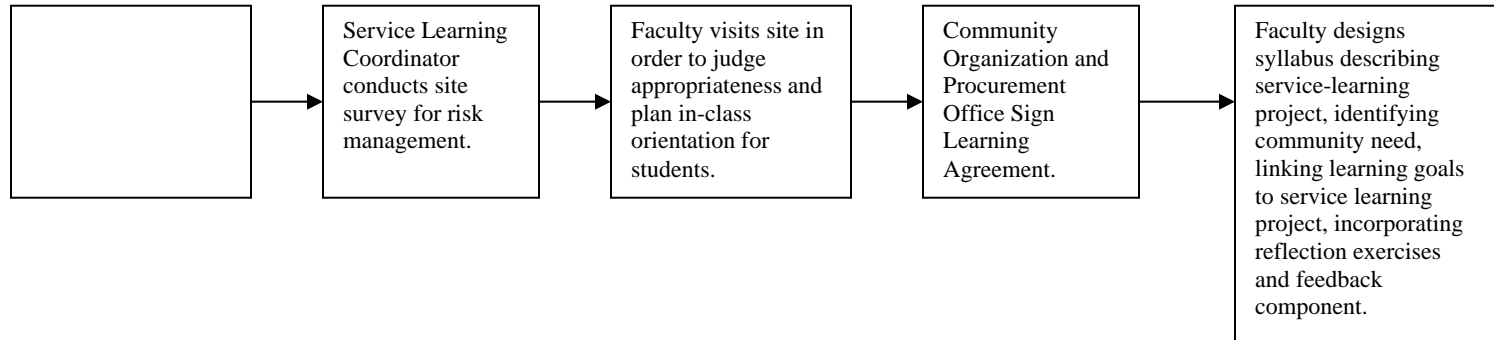## Service-Learning Course Flow Chart

**Phase I
Before Class
Begins**

| | → | 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. |