

## Agency Checklist

Check each item as you complete it.

\_\_\_\_\_ Become familiar with the information on the Service Learning web site.

\_\_\_\_\_ Arrange a site visit by a member of Service Hub office.

\_\_\_\_\_ Interview Service Learning students to clarify the responsibilities of the placement and to evaluate the students' abilities and appropriateness with respect to these responsibilities.

\_\_\_\_\_ Provide the Service Learning student with appropriate orientation, training and on-going supervision.

\_\_\_\_\_ Report any problems, concerns, or issues to the Service Hub.

\_\_\_\_\_ Complete and return the "Agency/site evaluation" form.

Simpson College Service Hub  
701 North C St.  
Indianola, IA 50125  
E-mail: [hayes@simpson.edu](mailto:hayes@simpson.edu)  
Phone: (515) 961-1281  
Fax: (515) 961-1292