

## Faculty Checklist

- \_\_\_\_\_ Complete and return the "Service Learning Course Distinction Request."
- \_\_\_\_\_ Brainstorm about the application potential to your course.
- \_\_\_\_\_ Check the Agency List on the Service Hub site, [www.simpson.edu/service](http://www.simpson.edu/service) .
- \_\_\_\_\_ Consider your goals and motives.
- \_\_\_\_\_ Choose a course service option.
- \_\_\_\_\_ Alter your course description and syllabus to reflect the change (See the "Service Learning Curricular Design Work Sheet").
- \_\_\_\_\_ Explain and promote the ideas to your class OR
- \_\_\_\_\_ Invite the Service Hub Director to class for a presentation.
- \_\_\_\_\_ Have students complete and return the "Informed Consent" form.
- \_\_\_\_\_ Teach students to make the connections between theory and real-life application.
- \_\_\_\_\_ Link the service experience to your academic course content through deliberate and guided reflection.
- \_\_\_\_\_ Remind students to do the service hours and get the paper work completed.
- \_\_\_\_\_ Evaluate your Service Learning outcomes.
- \_\_\_\_\_ Complete the "Service Learning Faculty Post-Survey" and return it to the Service Hub Office by the last day of class.

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