Service Learning Timeline

Contact Us!
Center For Community Engagement
(915) 747-8917 ccesl@utep.edu

How does the process work?

BEFORE THE SEMESTER BEGINS

Fall & Spring semesters
- Typically each semester is 15 weeks long

- The Center for Community Engagement (CCE) Contacts the agencies
- Agencies submit an application to the CCE

Before the Semester
- Contact
- Agencies

- Professor from the University of Texas at El Paso then contact the CCE (ccesl@utep.edu) to be part of the Service Learning Program
  Example: Dr. Smith is interested in incorporating Service Learning with his course curriculum. He would like for his students to engage in twenty hours of service and contacts the CCE

BEGINNING OF THE SEMESTER

Beginning the Semester
- Stundent presentations and
- training

Agencies are matched to fit professors course description

The CCE schedule an in class presentation and training fro students (introducing the CUE)
Example: A CCE representative attends Dr. Smith's class to present and train students on Service Learning program standards and requirements.

Service Learning students complete a release and identification form

Students contact their agency of choice and agree to a Service Learning schedule
Example: Dr. Smith's student contacts agency of choice (ex. The Boy and Girls Club) to begin Service Learning hours.

DURING THE SEMESTER

During the semester
- Student continuation of service work
  (10 Week)

Students complete Service Learning hours with the guidance of their agency supervisors
Example: Students are given tasks at the agency that correlate closely to their academic course

The CCE hosts a reflection a reflection session to conclude the the Service Learning experience

End of semester
- Reflection on wrap up
- Students graded

Students are required to record their completed Service Learning hours through a time sheet provide by the CCE as well as through their CUE account
Example: Dr. Smith's students completes Services Learning hours, records his/ her hours in CUE account and time sheet and lastly turns in time sheet to the CCE. *All time sheets are verified by the CCE and an end of semester report is sent to all participating professors.