

COMMUNITY SERVICE LEARNING (CSL) GROUP PROJECTS –
TASKS TO BE ACCOMPLISHED BY ORGANIZERS

Initiation Phase Tasks

- Determine interest from current and/or potential partners: a) organizations/schools; b) faculty
- Assess potential matches between courses/organizations and develop new relationships depending on unmet needs for projects or courses
- Liaise with partners to develop more detailed ideas based on course objectives and needs of organization
- Recruit and orient students (strategies depend on cohort); assess interests; depending on context, do preliminary match between students and projects
- Recruit and orient project leaders: do preliminary match between leader and project
- Refine project description
- Produce brief project description for final matching purposes

Planning Phase Tasks

- Set meetings between different players to identify motivations and learning objectives (community-project leader-faculty-student); set expectations on learning objectives, norms, how will we work together, what is success?, etc.
- Create project plan: further refine a) idea and objectives; b) specific activities; c) timeline; d) roles/responsibilities; e) resources; f) safety/risk
- Check-in to see how plan is progressing related to logistics and learning goals, etc.
- Train project leaders on facilitation, reflection, team dynamics, project planning
- Develop strategies for learning; faculty/project leaders, e.g. variety of reflective exercises, train faculty on using reflection methods
- Encourage ongoing meetings between all parties to ensure everyone is in the loop
- Create individual learning goals: students, project leaders
- Make sure everyone knows logistical details
- Organize and hold Orientation session(s) for students: One-day Kick-Off, make up orientations for those who miss Kick-Off.

Implementation Phase Tasks

- Give site/safety orientation to student team
- Facilitate reflection activities
- Facilitate activities of project
- Facilitate team-building/positive group dynamics
- Support students to work at their learning edge
- Liaise and check in with organization to ensure things are running smoothly
- Re-visit learning objectives/agreement/norms
- Check-in with project leaders
- Trouble-shoot as necessary
- Ensure project closure is successful:
 - Reflection and celebration
 - Ensure project goals are achieved, if not, identify strategies for project completion
- Capture project through photos/video

Evaluation/Assessment Phase Tasks

- Have student, project leaders fill out evaluation forms

CSL PROJECTS – TASKS TO BE ACCOMPLISHED

- Debrief with leaders
- Debrief with faculty, organizations
- Prepare evaluation summary reports, including reflections and recommendations for improvements
- Create articles and summary of projects, etc., for website and other media
- Summarize lessons learned and feed into plans for future

Resolution/Regeneration Phase Tasks

- Facilitate closing reflections/activities for leaders, organizations and faculty
- Send thank-you to all parties: letters, plaques, cards
- Decide whether to collaborate again in future.