**Step 1: Decision Tree**

Determine whether you are looking for a service-learning course partnership, interns for your organization or volunteers to support your work. If it is service-learning, then you are in the right place!

* Service-Learning 101: Course-based, blend of learning and service, i.e., students apply classroom learning in a community setting to meet community needs.
* Internship 101: Learning-focused, i.e., job training and career networking. [Learn more](https://www.cco.purdue.edu/Employers/HireStudentsAndAlumni).
* Volunteering 101: Service-focused, i.e., serve a community or organization to further their mission. [Learn more](https://www.purdue.edu/vpsl/leadership/About/CELD.html#:~:text=Civic%20Engagement%20%26%20Leadership%20Development%20provides,local%2C%20national%20and%20global%20communities.).

**Step 2: Visit the Project Bulletin Board**

The next step is to visit our Project Bulletin Board where you can find a partner looking to be matched with a course or instructor. Want to post to our Project Bulletin Board? To do so, share about your course via our [Bulletin Board Submission Form](https://purdue.ca1.qualtrics.com/jfe/form/SV_5hVvY2uxr52KCdo), so we can make a post for you!

**Step 3: Learn the Process**

When setting up a service-learning course, it is critical to plan ahead. Like all successful relationships, service-learning partnerships take time and energy to truly grow into mutually beneficial, reciprocal relationships.



***Partnership Checklist***

*Building Relationships & Clarifying Expectations*

\_\_\_\_ Connect with instructor/partner and foster a meaningful relationship

\_\_\_\_ Share course/partner goals and clarify expectations, i.e., time commitments, classroom/site visits, level of students, draft syllabus

\_\_\_\_ Establish communication plan, i.e., student contact frequency, instructor contact frequency, platform

\_\_\_\_ Discuss funding, research opportunities, and IRB as needed

\_\_\_\_ Connect with the Director of Service-Learning as needed for additional support

*Finalizing Commitments*

\_\_\_\_ Complete appropriate forms and share with all partners, i.e., syllabus, learning contract, photograph release, background checks, etc.

*Implementing & Monitoring*

\_\_\_\_ Conduct bi-weekly check-in's for new partnerships; mid-semester check-in's for advanced partnerships (instructor)

\_\_\_\_ Meet with students to evaluate/adjust service (instructor)

\_\_\_\_ Meet with partner to evaluate/adjust service (instructor)

*Evaluating & Assessing*

\_\_\_\_ Conduct evaluation surveys, interviews, etc. with students, partners, instructor and for the partnership ([Instructor](https://www.purdue.edu/engagement/wp-content/uploads/2022/05/Instructor-evaluation-question-bank-FINAL.docx) evaluation; [Student](https://www.purdue.edu/engagement/wp-content/uploads/2022/05/Student-evaluation-question-bank-FINAL.docx) evaluation; [Community Partner](https://www.purdue.edu/engagement/wp-content/uploads/2022/05/Community-partner-evaluation-question-bank-FINAL.docx) evaluation; and [Partnership](https://www.purdue.edu/engagement/wp-content/uploads/2022/05/Partnership-Assessment-Tool-FINAL.docx) evaluation)

\_\_\_\_ Host partnerships brief with all partners

\_\_\_\_ Continue to build and foster the relationship as needed