

Faculty Support Process: Fall 2017

What does the Office of Service-Learning Do?

Our office supports academic programs that engage students in meaningful service activities with community partners throughout mid-Missouri. We assist faculty in developing course instruction techniques and strategies, implementing service-learning curriculum, facilitating student placement, and providing ongoing support and evaluation throughout the year.

SEMESTER DATES AND DEADLINES:

August 21st:
First Day of Class

August 21st-25th:
Initial Class Visits

**August 28th -
September 15th:**
Placement Orientation
Meetings Held

September 22nd:
Placement Deadline

September 25th:
Last Day to Drop Class

September 29th:
Service Contracts Due

October 10th-13th:
Mid-service Class Visits

October 16th-27th:
Mid-service Evaluations

December 8th:
Last Day of Service

December 1st-13th:
Final Service
Evaluations

QUESTIONS OR CONCERNS?

Please let our office know if you have any questions or concerns.

Contact a Service Program Coordinator, for assistance or support.

MUServes
University of Missouri
<http://muserves.missouri.edu>

I. INITIAL CLASS VISITS: *Service Overview and Student Responsibilities*

Members of our staff visit classes to discuss service-learning projects and signing up for their placement orientation meetings. Faculty discuss the class requirement and the purpose of their service assignment, and our staff discusses the support system for their service.

II. PLACEMENT ORIENTATION MEETINGS (POMS): *Preparing Students to Serve*

We host small group meetings with students to get them started with their service, answer their questions, and discuss expectations, and identify a service site.

FRIDAY COMMUNICATIONS: During placement orientation meetings, you will receive an email every Friday from the service-learning team reviewing any pressing issues concerning the status of students who need faculty response and/or attention.

III. PLACEMENT DEADLINE: *Finalizing Student Service Placement*

Unless the student has provided documented special challenges, or there are unforeseen barriers to beginning their service, the last day we will place students is **September 22nd**. This date gives students ample time to work with our office to coordinate their service placement and/or contact us if there are any challenges.

The last day to drop a class is **Monday, September 25th**. We will contact faculty by **Thursday, September 21st** if any students have not yet worked with us or moved forward on this academic requirement in good faith, so that you may advise them on their progress in your course.

IV. ONGOING STUDENT EVALUATIONS: *Supporting Students & Troubleshooting as Needed*

We will evaluate and support students all semester as needed, and report to you any student progress for your attention and response.

MU Serves Features and Reports:

Through MU Serves, instructors are able to view reports on student status and performance at the beginning, middle, and end of the semester. Features and reports include:

- Students who have attended a POM and service site selections
- Students who have contacted their service site via our automated email system
- Student contracts, both complete and incomplete
- Mid-service evaluation reports, including automatically identified under-performers
- Final evaluation reports, including automatically identified under-performers