

SECTION IV: APPENDICES

Appendix A: Faculty Report Checklist

Two-three weeks after the semester in which a faculty member has incorporated service learning, a report should be submitted to the Project Reach Associate. The checklist that follows will ensure that all key components are included.

1. Assignment Sheet: a copy of the document that students received describing the service learning assignment.
2. Two-three samples of reflection papers and/or other work product.
3. Completed Faculty Evaluation Form.
4. Completed Student Evaluation Form.
5. A list of the names of students who participated in service learning, including a tally of hours served.