

How to Excel in Service Learning:

I. Get to know the OCELTS website and your course page:

<http://www.loyno.edu/engage>

II. TIME MANAGEMENT

Understanding your availability is a vital component of regular and consistent service learning. Using the schedule below, block out times when you have class, labs, work study, or other academic commitments. Circle the possible blocks when you could serve. Browse your pre-approved sites on your course's webpage to get an idea of where you might like to serve and which tables to visit at the SERVE Fair.

	Mon	Tues	Wed	Thur	Fri	Sat	Sun
8-8:30							
8:30-9:00							
9:00-9:30							
9:30-10:00							
10:00-10:30							
10:30-11:00							
11:00-11:30							
11:30-12:00							
12:00-12:30							
12:30-1:00							
1:00-1:30							
1:30-2:00							
2:00-2:30							
2:30-3:00							
3:00-3:30							
3:30-4:00							
4:00-4:30							
4:30-5:00							
5:00-5:30							
5:30-6:00							
6:00-6:30							
6:30-7:00							
7:00-7:30							
7:30-8:00							

Remember, service learning is an academic commitment; it is for an academic course.

If you've already established a shift, what is it (day AND time)? _____

If you don't have a regularly established shift, what shift will you give yourself? _____

Which days, if any, do you plan to miss this semester? _____

Does your agency have any holidays or days when you cannot serve? _____

III. Communicate regularly with supervisors, faculty, OCELTS

IV. Complete tasks as assigned, ask questions, and adhere to guidelines and rules.

V. Embrace the experience and Be your Best self.