Recommended timeframe for setting up a service-learning course is indicated below in the number of months prior to the start of the course. We encourage faculty to work within these timeframes so that CICE can provide excellent service and guidance.

Timeline	Faculty	Center for Internships & Community Engagement (CICE)
6-12 months	Contact Dawn Macy, x7450, to discuss ideas and get the course flagged with an "S" in Titan Online for the indicated semester.	Available to meet with faculty to discuss, service-learning options, syllabus development, placements, service-learning management, reflection, etc. Assign course an "S" designation on Titan Online.
5-11 months	Start Designing/redesigning course syllabus specifically reflecting on learning goals, outcomes, workload, timeline, service-learning assignments and possible alternative assignments if you choose.	Provides a workbook for service-learning course design, and provides a consultation to help think through hours of service required, etc.
5-9 months	Identify type of service-learning component desired: individual placements for each student, a single class project, multiple group projects, problem based, discipline based, etc.	Available for consultation, examples and referrals to service-learning faculty.
5-6 months	Identify desired placement sites. If assistance is needed, contact Dawn Macy at x7450.	Assists with site identification and begins registration process for sites not currently approved.
4-5 months	Make contact with sites if necessary. CICE staff can assist with this if requested.	Help verify site appropriateness. Assists in researching new sites if needed.
3-4 months	Confirm learning agreements in place.	Does follow-up with any unapproved sites. Confirms participation of sites.
1-2 months	Schedule CICE staff to make in-class presentation on registration if desired. May request CICE to schedule potential sites to present in a specific class.	Available to provide in- class presentations to service-learning students on any of the following: site selection, student registration, benefits of service-learning, how to get the most out of service-learning, etc. May also arrange sites to present to class.