

SERVICE LEARNING INTERNSHIP CHECKLIST

In order to receive Service Learning credit you must complete all of the following:

- _____ 1. Register for credit with your Counselor and pay Service Learning fee.
- _____ 2. Complete Service Learning application and submit it to your Work Based Learning Coordinator.
- _____ 3. Arrange for your Service Learning project and get the training agreement signed by your business/agency.
- _____ 4. Attend all three classes: (Have your instructor initial on the line.)

Classes will be held:

_____ Date: June 16 th	Time: 7:30 a.m.	Layton High School Auditorium
_____ Date: July 7 th	Time: 7:30 a.m.	Layton High School Auditorium
_____ Date: August 11 th	Time: 7:30 a.m.	Layton High School Auditorium

(Students that are more than 15 minutes to any class must also complete the I-Search assignment. If you miss a class for any reason, it must be cleared with Mrs. Wilkes [628-7108] before the class.)

- _____ 5. Complete time cards for each month you go to your Service Learning experience.
- _____ 6. Complete "Getting to Know Your Organization" assignment.
- _____ 7. Complete the nine reflection pages:

Reflection Journal	#1	#2	#3	#4	#5	#6	#7	#8	#9
Date Completed									

- _____ 8. Get a letter of verification from your business/agency.
- _____ 9. Write a press release. Include a picture of you at your Service Learning site.
- _____ 10. Complete the Credit Request Form and Program Evaluation in the back of your workbook.
- _____ 11. Turn in completed workbook at the last class.