

# Service-Learning Need-to-Know Information

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1. **Decide on service-learning.** Choose a site offered in your course that fits your interests and schedule for the semester. We advise you to do service-learning in only one class per semester. Service-learners may not earn work-study pay for service-learning hours.
2. **Motor Pool transportation.** Many service sites are within walking distance or accessible by bus; for other sites, you and your classmates may borrow [Loyola University Motor Pool vehicles](#) at no cost. If you'd like to use Motor Pool and have a driver's license, we strongly encourage you to become authorized as a driver and be willing to drive your group. Apply for driver authorization *in the first week of class*, even before confirming your site. Authorization takes about 30 minutes online, then requires 10 days for a background check to clear before you can reserve a vehicle. Then, reserve a vehicle 7-10 days before the date you need it. You can reserve a vehicle for each week all at the same time. If you must change or cancel a service time, contact Motor Pool preferably 3 days in advance.
3. **Personal Vehicles.** You may choose to drive yourself and others to service, but verify that a CCSJ Service Coordinator is not also booking transportation for you. Loyola's insurance does not cover drivers or passengers in personal vehicles, even driving to a Loyola sponsored event. Your personal insurance policy will be liable in the case of an accident on the way to or from service. If your vehicle is insured by a family member, it is your responsibility to make this policy known to them.
4. **Schedule service times,** generally by the second week of classes. Your contact may be a student Service Coordinator, a community partner rep., or even your professor. Call or email saying that you are a service-learning student from (your course) with (professor) and that you're interested in doing your service at (agency). List some weekly days/times you are available within the availability given to you.
5. **Attend preparation session.** Most service sites require an on-campus prep session. This may be specific to your site, or it may be a general service-learning prep session. Pay attention to when this will occur, and let the service coordinator know that you will attend. Many partners also have an on-site orientation; ask your contact about this if it is not included in the information you receive in class.
6. **Register for service-learning** through the [service-learning enrollment form](#). You will usually be given time to do this at your prep session. This includes a commitment to service and a Motor Pool agreement.
7. **Communicate with your professor.** Keep your professor in the loop as you consider and choose service-learning. If you have questions or problems with the process or issues onsite, let your professor know what's going on right away.
8. **Service means relationship.** Service means using our skills for good, but it is also about being present to the people we serve and developing understanding over time. This means serving regularly over the course of the semester. Your service is part of the years-long relationship between Loyola and your partner, so once you commit to service-learning, it is essential that you follow through.
9. **Professionalism.** You represent Loyola at all times. Always follow through on your commitment, respond to all communications, take initiative to be of service at your site, ask questions to enhance your learning, and dress modestly—no shorts, low-cut tops, or ripped jeans.
10. **Completing your hours.** Most sites and courses require a *minimum* of 20 hours of service, not including transportation time. For program-based service, this is about 2 hrs/week for 10 weeks, whereas project-based service is often more flexible. You are responsible for tracking your hours. Weekly service-learners generally serve *until the last day of classes*. This may mean you serve extra hours, or you may find that you need to make up hours at your site to reach the minimum. Work with your service coordinator or site supervisor to schedule makeup service days.
11. **Safety.** By design, community partners are often located in under-resourced neighborhoods. Learn about the assets and challenges of the neighborhood you are visiting. Be aware of your surroundings at all times. Lock vehicles and hide or remove valuables. Travel in groups when possible, and avoid distractions from your surroundings, such as cellphones, particularly when alone. When serving and interacting with people in the community, maintain healthy boundaries. Never share personal information such as phone numbers or addresses, and never make personal arrangements with the patrons of our community partner organizations.
12. **Questions** about service-learning options, contact Kate Figiel-Miller, Assistant Director of Service-Learning at [kfigiel@loyola.edu](mailto:kfigiel@loyola.edu).

# Service-Learning Timeline for Students

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*Please note: This is a general guide; your professor or site may have different requirements.*

## Week 1

- Service-learning process is explained by professor or service-learning staff.
- Consider which service-learning placement best suits your schedule and interests (remember that this is a commitment for the entire semester).
- If you plan to [use Loyola Motor Pool vehicles](#), you will need to become authorized to drive and then reserve your vehicle well in advance. Start this process immediately, as it can take up to 20 days.

## Week 2

- Contact the appropriate person with your available service times. This may be a CCSJ Service Coordinator, staff person at the site, or your professor (see reverse).
- Make a final decision about your service-learning placement and finalize service times.

## Week 3

- Attend prep session or training for your site, generally this week.

## Week 4

- Many students begin weekly site-based service by this week to complete 20 hours.

## Week 5

- Some CCSJ service sites begin service this week.

