OUTREACH PARTNER GUIDE TO PLACEMENTS WITH CTLB03 SERVICE LEARNING STUDENTS

This document is designed to help you as you engage in partnerships with CTLB03: Introduction to Service Learning students.

Pre-Placement Requirements

To initiate a placement with Service Learning & Outreach CTLB03 students, submit a placement proposal to our database (https://ctl1.utsc.utoronto.ca/servicelearning/supervision_proposal.php) and detail any qualifications the role requires. If it would be helpful, liaise with our Program Coordinator, Kamini Persaud (slo@utsc.utoronto.ca). Remember that your organization’s service learning projects should be guided by the following student outcomes: academic learning and personal and interpersonal development. While your project should speak to organizational needs, we ask that they enable students’ exploration and utilization of their academic knowledge. There is no “typical” service learning activity; the key component of service learning pedagogy is linking academic content with direct practice through critical reflection. Students can support existing programming, aid in research, and more!

Once your position has successfully been posted, review the student applications emailed to you. Though reviewing a student’s application is typically sufficient, feel free to follow up with whichever “interviewing” format your organization typically uses. As students are permitted to apply to only one CTLB03 position at a time, please ensure a timely return of feedback. If you do not feel that there is a suitable candidate match, you are invited to continue seeking submissions.

Placement Requirements

After selecting a student(s), you must review and sign the following: our CTLB03 Memorandum of Understanding, the WSIB Letter to Placement Employers, and the Student Declaration of Understanding forms, all of which be emailed to you upon student acceptance.

During their first week, provide the student(s) with relevant onboarding/training and determine a mutually convenient schedule for the length of the academic term. Students will contribute, on average, 5-7 hours/week to their placements for a 11-12-week duration. Depending on the nature of their activity, some weeks may be busier than others. Please remember that students’ work is unpaid and takes place concurrent to their academic studies. Once a schedule has been created, identify the student’s supervisor(s) and outline the preferred process for communicating/meeting and tracking work completion.

Ensure that you and your student refer to your original CTLB03 Memorandum of Understanding throughout the semester to confirm that you are both achieving what you had both hoped to with your partnership.
Finishing Up

As your student’s time comes to an end, make sure that they have tied up all loose ends and sent to you their relevant work materials. Clarify your organization’s requirements about document deletion and see that the student(s) complies.

Complete the Student Assessment Form that we send to you. This gives us feedback on the student’s learning experience and the CTLB03: Introduction to Service Learning instructor will consider your assessment when evaluating the student’s overall course performance.

If you were happy with the student’s work, consider inviting them to volunteer with your organization, letting them know about job openings, and/or reminding them to stay connected.

Should you wish to offer opportunities to CTLB03 students the following academic year, you will be to do so in the late spring.

Be Prepared To:

- potentially discuss program aims, participant responsibilities with the Service Learning & Outreach program coordinator
- review students’ applications and conduct interview(s) if preferred
- sign our CTLB03 Memorandum of Understanding, WSIB Letter to Placement Employers, and Student Declaration of Understanding forms and onboard successful candidate(s)
- assign a supervisor to your student(s) for the 5-7 hours/week of the 11-12-week term
- co-create the student’s workplan- ensure it conforms with the expectations and mission of your organization and includes the skills and knowledge of your student(s)
- complete our brief Student Assessment Form, giving feedback on the student’s learning experience

Tips:

- introduce the student(s) to their co-workers and lead a tour of your organization
- direct the student(s) to resources that’ll give them the “bigger picture” of your organization and help them to understand their assigned work as it fits into the larger mission of the organization
- go over dress code, should your office comply with one
- clarify an alternative plan for if the student(s) cannot make it to placement (illness, schedule conflict) and for times when their supervisor is unavailable
- clearly outline deadlines for the student’s work
- have “back-up” work in case the student finishes theirs early or save the student’s hours for a week when you need more support
give the student(s) continuous feedback so that the assessment you provide at the end of the term are not a surprise to them
consider referring to the student’s workplan (Memorandum of Understanding) throughout the term to ensure that you are both complying with your original agreement
endeavor to help the student(s) make connections between their academic work and the work they’re doing in-placement
prompt students’ reflection and introspection as they navigate the workplace and potential biases that may arise; encourage their appraisal of their work as well
have a conversation about the student’s learning outcomes, asking them to articulate learning moments and next steps if any difficulties befall them
reach out to our office (slo@utsc.utoronto.ca) at any time should you require support

NOTE:

*Students understand that they are not being paid for their service. Honoraria is acceptable should the opportunity arise (for example facilitating a workshop for an external organization), but it is not expected or required.*

CONTACT INFO

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