CONGRATULATIONS! You are about to work on developing a Service-Learning project for your class here at Pellissippi State Community College.

What does that mean? That means that your instructor has asked you to connect with a community partner so you can help them and connect your service to the learning outcomes for your course. In other words—real world experience that benefits both you as the student and the community overall.

Here is a checklist for you so you can get started with your Service-Learning Project:

- Inform your instructor that you are planning to do the Service-Learning project.
- Watch the brief video about registering for ServiceCorps. Go online under myPellissippi and take 5 minutes to get this done. NOTE: This step should only be done once while you are a student at PSCC.
- Visit the Service-Learning web page: http://www.pstcc.edu/service-learning/index.php and use the Premier Partner databases to search for opportunities to serve.
- Choose a partner and reach out to them. NOTE: Sometimes community agencies are overwhelmed and under-staffed; so try more than once, but if you do not hear back after that, try another partner option.
- Once you have made contact, schedule your service hours around their needs.
  Remember—these will always need to be connected to your course assignment and your learning outcomes.
- Complete your service hours and keep track of your time. (Many instructors will provide you will a log for this or the community partner may have sign-in/check-in logs as well.)
- Ask the community partner to complete your verification form provided by the Service-Learning Coordinator and give it to your instructor.
- Reflect on your service, based on what your instructor asks you to do for your assignment.
- Report your service hours under myPellissippi (video tutorials provided for this as well).
- Give yourself a pat on the back for your hard work!

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