1. **CREATE AN ENVIRONMENT FOR SUCCESS FROM DAY ONE**

GET CONNECTED
- Attend the CSL Orientation Workshop and touch base by email/phone. Clarify roles in supporting student learning.

MEET IN CLASS
- Schedule a CSL introduction session at the beginning of term. Invite both CSL staff and community partners.

MANAGE STUDENT PLACEMENTS
- Discuss with community partners how you will jointly manage student placement choices at the beginning of term.

GET PLACEMENTS STARTED
- Encourage students to familiarize themselves with the non-profit sector early in the term.

2. **SUSTAIN MOMENTUM & KEEP STUDENTS ENGAGED**

HELP GET STUDENTS INVOLVED
- Have students research particular organizations they are interested in working with.

ESTABLISH REGULAR COMMUNICATION WITH STUDENTS
- Schedule individual or in-class check-ins with students. These could be integrated as graded assignments.

PROVIDE DISCUSSION & REFLECTION OPPORTUNITIES
- Include focused discussions, reflective papers, and free writing.

3. **COMMUNICATE REGULARLY**

BOTH INSTRUCTORS & COMMUNITY PARTNERS CAN:
- Schedule regular check-ins with each other. Connect to share stories, concerns, or questions. CSL staff will also check-in mid-term. Ask for feedback on how the experience is going for the student.

4. **FINISH WITH A BANG!**

Plan a wrap-up presentation session. Invite community partners and CSL staff to attend these end-of-term events.

**PREPARE FOR DISCUSSIONS WITH STUDENTS**

- What is CSL?
- What do I do if I encounter a problem or difficulty with my placement?
- How will my coursework fit with my CSL placement?
- How will my CSL activities be evaluated?
- How am I expected to demonstrate progress to my community supervisor and to my instructor?
- What are my responsibilities as a volunteer to the organization?
- What are the ethics issues involved in my volunteer experience?