# **5 Steps for Getting Started**

STEP 1: Review the [Fall Opportunities Chart](https://docs.google.com/document/d/1dd7qJ8sVGSoWwK8oQTpLX8PwyKX4skMhd2HA9gBwhFk/edit?usp=sharing) and complete the [Placement Survey](https://airtable.com/app92eJoidXIwIikI/shrKn9uLyHWgYEXg0)

A SLCE Team Member will reach out to set up an individualized meeting about your placement logistics and next steps. Respond to their meeting invitation on Google Calendar.

STEP 2: Attend one in-person **Authentic Service Training**

* Monday, September 11 12:00-12:50 PM EST Room: TBD
* Monday, September 18 12:00-12:50 PM EST Room: TBD
* Monday, September 25 12:00-12:50 PM EST Room: TBD

#### **NOTE:** In-person attendance is strongly encouraged. A video assignment will be available for virtual participation in training activities.

STEP 3: Attend one in-person **Orientation with SLCE Staff**

* September 15 12:00-1:00 pm Room: ILSB 116
* Submit Quiz on Blackboard

#### **NOTE:** In-person attendance is strongly encouraged. A video assignment will be available for virtual participation in training activities.

STEP 4: Follow instructions for site onboarding and PRAC 096 Enrollment

Once enrolled, complete STEP 5: Create and write 3 **Learning Goals** in Blackboard

# **Enrollment**

| **PRAC 096 enrollment has moved to Handshake** |
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| **Only after SLCE consultation,** follow these [instructions](https://support.joinhandshake.com/hc/en-us/articles/360021199693-Submit-an-Experience-as-a-Student-) to add “Shriver Center - Service-Learning (Prac 096)” Experience to Handshake. Do not put a site/partner email address. **Handshake Link:** [Access Here](https://app.joinhandshake.com/auth?auth=3003)1. Tutorial [Video](https://vimeo.com/727077265/dcca892b2c) how to navigate the platform
2. Login, click “Career Center” top right corner of page
3. Click the “Experience” button in the middle of your screen
4. Search “Shriver Center - Service-Learning (Prac 096)”
5. Add Fall 2023 Community Partner
6. Send to Shriver Center as approvers- **shriverslce@umbc.edu**
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The last day to drop from individual courses without a “W” is **September 13, 2023.**

The last day to drop from individual courses with a “W” is **November 8, 2023**

# **Attend Service Weekly**

Submit one **Timesheet** on Blackboard before December 12, 2023 (a photo/screenshot)

# **Reflection Sessions**

All sites should attend one in-person **Reflection with SLCE Staff.**

Sites with student coordinators should also attend their hosted reflections.

**Option 1:** Wednesday, Nov 1st 5:30pm-7:00pm Math Physics Room 104

**Option 2:** Friday, Nov 3rd 12:00pm-1:30pm Math Physics Room 104

**Option 3:** Tuesday, Nov 7th 9:30am-11:00am Math Physics Room 104

**SLCE Journals**

Complete 3 **SLCE JOURNALS**  WILL CLOSE EVERY SUNDAY, AS NOTED

**Journal 1:** Oct. 15th  by 11:59 PM EST

**Journal 2:** Nov. 19th by 11:59 PM EST

**Journal 3:** Dec. 10th by 11:59 PM EST

**Data Collection**

Complete the **Final Survey:** Self Evaluation and Site Evaluation on [**Handshake**](https://app.joinhandshake.com/auth?auth=3003)

* Email reminders will be sent directly to email inboxes
* Access here: Students log in here with your myUMBC account

Submit the **SLCE Timesheet** on Blackboard