Our Student Placement Process has come about to accomplish many outcomes. Our community partners, instructors and students have expressed new ideas and suggestions for completing the cycle of the experiential learning opportunity through CSL courses, placements and projects. The process combines registration at the beginning of each new course and then a completion form to provide closure of the CSL experience for all stakeholders through reflection and the opportunity to provide feedback.

The completion form will be our official document to confirm and comply with the University requirements indicating student completion, which is especially important for students applying for Awards, Scholarships, Bursaries, Internships and the Certificate for Community Engagement and Community Service-Learning.

| FIRST WEEK OF CLASS | Students are introduced to CSL opportunities:  
- Instructors and CSL staff share CSL placements with students  
- Community Partners invited for in-class presentations  
- Students receive instructions on Placement Process – registration to completion |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| SECOND WEEK OF CLASS | Instructor organizes + confirms CSL placements with students:  
- E.g. Have students email their top two placement choices + instructor to allocate  
Students will contact Community Partners to set up initial meeting:  
- Be prepared to receive calls and/or emails from the students during this time |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| BY SEPTEMBER 24, 2018 | Students complete form on CSL’s Student Registration Site (instructors):  
- Provide link to Student Registration Site on eClass + in syllabus  
- CSL In-Class Presentation will demonstrate this process  
- Provide students link to Student Guidebook |
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| FOURTH WEEK OF CLASS | CSL Office confirms Placement List with instructor based on the registrations on the Student Registration Site:  
- Confirm via email |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| DECEMBER 7-14, 2018 (BY LAST DAY OF CLASS) | Students set up a time with Community Partners to fill in the Completion Form:  
- Student will complete the initial part of the form prior to meeting  
- Please complete the “Community Partner” section of form  
- Indicate if hours were complete or not on form  
- Students submit form to instructor by the last day of class either in-class or through eClass  
Instructors send CSL Completion Forms to the CSL Office – CSL Office verifies Placement List with Instructors |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|