Michigan State University’s Center for Service-Learning and Civic Engagement (CSLCE) is starting the process of identifying community partners to engage academic service-learning students during the spring semester as outlined in the calendar of events below. We have outlined the information for community partners interested in engaging academic service-learning students, including key dates for the semester:

### Calendar of Events

**January 9, 2015:** Deadline to submit materials to engage academic service-learning students in Spring 2015

**January 20-30, 2015:** Students register for placements and attend MSU CSLCE’s required academic service-learning orientation

**February 2-6, 2015:** Students begin service

**February 4-13, 2015:** Students receive a 2 hour supplemental training for education based placements

**March 9-13, 2015:** MSU Spring Break; students do not serve during this week

**April 27-May 1, 2015:** Last week of service

### Student Registration

Students will register for service-learning placements that align with their availability and interests through the new MSU Serve. Learn. Engage! database (servelearnengage.msu.edu). Because students will select their own placement, the CSLCE cannot guarantee a predetermined number of students who will serve with community partners for the semester until after registration has closed. A preliminary list of students who are eligible to be placed will be sent by January 31, 2015, with a final list of students who have completed all necessary requirements to be sent out by February 20, 2015.

### Interested in Engaging Service-Learning Students?

Materials for community partners to engage academic service-learning are now available. If you engaged with students during the fall semester, be sure to check the link in your e-mail to update your position for Spring semester. Any new position must be submitted to the CSLCE by the close of business day on **Friday, January 9, 2015** using the following procedure:

- Completed position description forms
  - Complete each position description via Google Forms [http://goo.gl/forms/KefqaApvkh](http://goo.gl/forms/KefqaApvkh), fax to (517) 353-6663, or e-mail to servlrn@msu.edu.
  - Position description forms need to outline service-learning positions for duration of the spring semester.
    - **NOTE:** Most students need to complete an average of 2 to 3 hours of service per week in order to fulfill their course expectations.
- Signed Memorandum of Understanding
  - Complete, sign, and submit via email to servlrn@msu.edu or via fax to (517) 353-6663.

### Questions?

Please contact the CSLCE for any questions related to service-learning placements! Contact us by phone at (517) 353-4400 or by email at servlrn@msu.edu.