

## 2017-2018 Calendar of Important Dates from the Center for Community-Engaged Learning

### Fall 2017

August 21	<b>Please have your organization and position information at <a href="http://csl.umn.edu">csl.umn.edu</a> updated for fall semester</b>
September 4	University closed for Labor Day holiday
September 5	<b>First day of classes</b> for fall semester <ul style="list-style-type: none"> <li>• Service-learning class panel presentations by CCEL staff and community partners BEGIN</li> <li>• Referral requests from service-learning students begin to arrive in your e-mail boxes – please monitor your e-mail to accept or deny requests quickly at <a href="http://csl.umn.edu">csl.umn.edu</a></li> </ul>
September 7	Service-learning students whose referral requests you have approved will start contacting you about application process, interviews, and orientation to get started
September 20	Service-learning class panel presentations by CCEL staff and community partners END
September 22	Referral requests from service-learning students should be down to a trickle – please monitor your e-mail to accept or deny any arriving requests quickly at <a href="http://csl.umn.edu">csl.umn.edu</a>
September 25 – October 1	Most service-learning students should be STARTING in their positions this week
October 13	Please <b>check your student roster</b> at <a href="http://csl.umn.edu">csl.umn.edu</a> no later than this date and e-mail <a href="mailto:ccel@umn.edu">ccel@umn.edu</a> with the names of any students on your list that you have not heard from or are not actively working with, AND any students you are working with who are not on your list
October 25	<b>Midpoint for fall semester</b> <ul style="list-style-type: none"> <li>• Students should be close to the half-way point on their hours for the semester</li> <li>• This is a great time to engage students in reflection – even just an informal conversation about how things are going, what they are learning, and how it connects to their class will help them get more out of their experience</li> </ul>
November 23 – November 24	University closed for Thanksgiving holiday
December 4 – December 10	Talk to service-learning students about when their last day for the semester will be and remind them about respectfully ending their experience with your organization – especially if they have developed relationships with staff or participants – and engage students in a closing reflection about their experience (wrap-up conversation, exit interview, etc.)
December 13	<b>Last day of classes</b> for fall semester <ul style="list-style-type: none"> <li>• Service-learning commitments from most students end for the semester</li> <li>• Students are told to have all their hours for the semester logged at <a href="http://csl.umn.edu">csl.umn.edu</a> and submitted for your approval</li> </ul>
December 15	Final exams begin
December 21	Final exams end <ul style="list-style-type: none"> <li>• Please approve all service-learning students' hours logged at <a href="http://csl.umn.edu">csl.umn.edu</a> by this date for grading purposes</li> </ul>
December 25 – December 26	University closed for Christmas holiday

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### Spring 2018

January 1	University closed for New Year's Day holiday
January 2	<b>Please have your organization and position information at <a href="http://csl.umn.edu">csl.umn.edu</a> updated for spring semester</b>
January 15	University closed for Martin Luther King, Jr. Day holiday
January 16	<p><b>First day of classes</b> for spring semester</p> <ul style="list-style-type: none"> <li>• Service-learning class panel presentations by CCEL staff and community partners BEGIN</li> <li>• Referral requests from service-learning students begin to arrive in your e-mail boxes – please monitor your e-mail to accept or deny requests quickly at <a href="http://csl.umn.edu">csl.umn.edu</a></li> </ul>
January 18	Service-learning students whose referral requests you have approved will start contacting you about application process, interviews, and orientation to get started
January 31	Service-learning class panel presentations by CCEL staff and community partners END
February 2	Referral requests from service-learning students should be down to a trickle – please monitor your e-mail to accept or deny any arriving requests quickly at <a href="http://csl.umn.edu">csl.umn.edu</a>
February 5 – February 11	Most service-learning students should be STARTING in their positions this week
February 23	Please <b>check your student roster at <a href="http://csl.umn.edu">csl.umn.edu</a></b> no later than this date and e-mail <a href="mailto:ccel@umn.edu">ccel@umn.edu</a> with the names of any students on your list that you have not heard from or are not actively working with, AND any students you are working with who are not on your list
March 7	<p><b>Midpoint for spring semester</b></p> <ul style="list-style-type: none"> <li>• Students should be close to the half-way point on their hours for the semester</li> <li>• This is a great time to engage students in reflection – even just an informal conversation about how things are going, what they are learning, and how it connects to their class will help them get more out of their experience</li> </ul>
March 12 – March 16	<p><b>Spring break</b> (University closed on Friday, March 16)</p> <p>Service-learning students will likely be away this week, and possibly the weekends before and after</p>
April 23 – April 29	Talk to service-learning students about when their last day for the semester will be and remind them about respectfully ending their experience with your organization – especially if they have developed relationships with staff or participants – and engage students in a closing reflection about their experience (wrap-up conversation, exit interview, etc.)
May 4	<p><b>Last day of classes</b> for spring semester</p> <ul style="list-style-type: none"> <li>• Service-learning commitments from most students end for the semester</li> <li>• Students are told to have all their hours for the semester logged at <a href="http://csl.umn.edu">csl.umn.edu</a> and submitted for your approval</li> </ul>
May 7	Final exams begin
May 12	<p>Final exams end</p> <ul style="list-style-type: none"> <li>• Please approve all service-learning students' hours logged at <a href="http://csl.umn.edu">csl.umn.edu</a> for grading purposes</li> </ul>