
Successfully Supervising Service-Learners: Helpful Hints as Co-Educators

Communicate, Communicate, Communicate

- Report problems or concerns with students to CCLC staff
- Update CCLC staff about changes in organizational staff
- Provide current job descriptions and updated opportunity information

Perform student evaluations

- Evaluate students at mid-semester and end of the semester
- Share your evaluations with the student
- Keep track of students and their hours

Be aware that some students may not meet your needs

- Be selective. Not every student may be a good fit
- CCLC is simply a referring agency; the final selection is made by you

Have a supervisor available on-site

- Site Supervisor should be accessible to students to answer questions
- Monitor students' work and provide feedback
- Ensure that students are not isolated from other students, staff, or client population

Orientation and Training

- Provide background information on the organization, target populations, and relevant issues
- Orientate students on specific work they will be doing

Keep projects focused

- Work should be connected to the class in ways that will be obvious to students
- Plan ahead so that students have meaningful activities throughout the semester
- Establish realistic expectations and communicate those to the students

Recognize students' work and let them know their work is appreciated

Facilitate the "Get Up, Get Into It, Get Involved" training

- Allows you to connect with students beyond their service
- Provides you with a look at students perspective when entering the community
- Creates a Co-Educator relationship with the University

Provide reflection opportunities for students at your organization

- Activities at your organization should give students the opportunity to reflect on how course concepts relate to their work

Discuss transportation with students

- Learn the bus routes to your organization: website www.metrotransit.org
- This will limit confusion about distance and accessibility to the organization