

ACADEMIC RELATIONS TIMELINE

JANUARY:

- ? Faculty members should send complete file of Fall semester student timesheets and grades, along with any feedback to the CASE program to keep on file.
- ? Finish inputting student data and filing forms for Fall courses.
- ? Obtain rosters and address labels of students pre-registered for CASE courses from Registrar.
- ? Send welcome letters to students pre-registered for Spring classes.
- ? Create flyer to be handed out the first days of class with student orientation dates and times.
- ? Prepare for student orientation.
- ? Develop placement option packets for all courses requiring it.
- ? Talk/meet with any new or lagging faculty.
- ? Give SLA's flyers of CASE course listings to put up in campus centers and dorms.
- ? Send ad to the Targum with Spring course listing for add/drop period.
- ? Send Fall 2000 class listing to Cathy Castignola in scheduling

END OF JANUARY (BEGINNING OF SPRING SEMESTER):

- ? First day of Spring 2000 classes.
- ? Ask faculty and SLA's to send a copy of class syllabi to the CASE program.
- ? **Faculty members should:**
 - ✍ Introduce CASE program, pass out CASE flyers and placement options.
 - ✍ Announce mandatory CASE Orientation training sessions.
 - ✍ Tell students to make initial contacts with CPs.
 - ✍ Meet with SLA's if possible.
- ? Conduct CASE Orientation training sessions.
- ? All students should have chosen a site and begin their service by the second week of the semester.
- ? Start the collection of all Service-Learning contracts to the CASE office or SLA's.
- ? Remind faculty to make sure all students are registered for both course components by this point.

FEBRUARY:

- ? Conduct Orientation make-up sessions.
- ? Send letter to faculty listing those students who attended orientation and send folders with student documentation to faculty whose students didn't attend either orientation.
- ? File all students' paperwork under the appropriate courses.
- ? Calculate CASE enrollment numbers.
- ? Start confirming Fall 2000 courses.
- ? Make sure ads are ready for the Targum by pre-registration

MARCH:

- ? Send midpoint letter and reminder about Spring Break. Remind student that they should have completed at least 20 hours by this week.
- ? Remind students to make sure their CP is aware of Spring Break.
- ? Distribute evaluation forms to students to take to their site.
- ? Send out faculty evaluations of CASE and student evaluations of Community Partners.

APRIL:

- ? Send Fall '00 course listings to current CASE faculty to confirm that they are teaching.
- ? Send reminder to Fall faculty about the Faculty Orientation in May.
- ? Edit faculty orientation packet.
- ? Contact Monica Devanus with info for distributing CASE Teaching Excellence Center evaluations and send TEC waivers.
- ? Send preparation information to Fall 2000 faculty, including Faculty Questionnaire and placement selections.
- ? Send faculty a reminder letter about grading and send memo or meet with course SLA's about how they can assist in this process.
- ? **Final timesheets due to the instructor or SLA's by the end of April. Students must have completed 40 hours of service and must turn in a signed timesheet in order to avoid receiving a grade of TZ or TF. SLA's can assist in obtaining oral confirmation of students' hours and a brief evaluation.**

MAY:

- ? Get course descriptions for 00-01 year for CP Orientation.
- ? Make sure that fall faculty have received Community Partner Positions Listing (Red Book) and reminders about Faculty Orientation.
- ? Complete preparations for Faculty Orientation.
- ? Send grade letter and copies of rosters to appropriate departments of faculty whose 1 credit rosters CASE has with date due to CASE office.
- ? Conduct Faculty Orientation.
- ? **By end of May, faculty should:**
 - ✍ Send complete file of Spring 2000 student timesheets and grades, along with any feedback to the CASE program to keep on file.

SUMMER:

- ? Finish inputting and filing student information.
- ? Plan for and help with Community Partner Conference.
- ? Meet with new faculty.
- ? Plan for entire academic year.
- ? Compile TEC evaluation information.

JUNE:

- ? Annual Community Partner Conference

JULY:

- ? **Mid July is the deadline for faculty to give CASE placement options for Fall 2000**

courses to make copies for students. Faculty needing assistance in selecting sites should meet with us PRIOR to July 21. After July 21 we will not be able to make this a priority.

AUGUST:

- ? Send letters to students pre-registered for Fall classes.
- ? Create flyer to be handed out the first days of class with student orientation dates and times.
- ? Prepare for student orientation.
- ? Develop placement option packets for all courses requiring it.
- ? Talk/meet with any new or lagging faculty.
- ? Give SLA's flyers of CASE course listings to put up in campus centers and dorms.
- ? Send ad to the Targum with course listing.
- ? Send Spring course listing to Cathy Castignola in Scheduling

SEPTEMBER:

- ? Beginning of Fall Semester.
- ? Ask faculty and SLA's to send a copy of their syllabi to the CASE program.
- ? **Faculty members should:**
 - ✍ Introduce CASE program, pass out CASE flyers and placement options.
 - ✍ Announce mandatory CASE Orientation training sessions.
 - ✍ Tell students to make initial contacts with CPs.
 - ✍ Meet with SLA's if possible.
- ? Conduct CASE Orientation training sessions.
- ? All students should have chosen a site and begin their service by the second week of the semester.
- ? Start the collection of all Service-Learning contracts to the CASE office or SLA's.
- ? Conduct Orientation make-up sessions.
- ? Send letter to faculty listing those students who attended orientation and send folders with student documentation to faculty whose students didn't attend either orientation.
- ? File all students' paperwork under the appropriate courses.
- ? Calculate CASE enrollment numbers.
- ? Reserve room for Spring CASE Student Orientation

OCTOBER:

- ? Start confirming Spring CASE courses.
- ? Send introductory letter to Spring 2001 faculty along with a Red Book, request for course description, and faculty questionnaire.
- ? Send midpoint letter and reminder about Spring Break. Remind student that they should have completed at least 20 hours by this week.
- ? Remind students to make sure their CP is aware of Spring Break.
- ? Distribute evaluation forms to students to take to their site.
- ? Edit Faculty Orientation packet.

NOVEMBER:

- ? Send listing of CASE courses, professors, dept., and enrollment to Monica at Teaching Excellence Center (TEC) to request dissemination of CASE TEC evaluations.
- ? Send reminder to fall Faculty about Faculty Orientation in December.
- ? Placement options are due December or at the faculty orientation.
- ? Start confirming Spring 2001 courses-send letter to prospective faculty.
- ? Send out student evaluations of CPs.
- ? Send out faculty evaluations of CASE.
- ? Send faculty a reminder letter about grading and send a memo or meet with course SLA about how they can assist in the process. Include in memo to faculty a request for all paperwork and include "CASE success stories" forms.
- ? **Final timesheets due to the instructor or SLA's by the last week before Thanksgiving. Students must have completed 40 hours of service and must turn in a signed timesheet in order to avoid receiving a grade of TZ or TF. SLA's can assist in obtaining oral confirmation of students' hours and brief evaluations.**

DECEMBER:

- ? Make sure all Spring faculty have received Red Books and reminders about the Faculty Orientation and that new Faculty Orientation packets are bound.
- ? Plan the orientation, invite SLA's and Community Partners.
- ? **Early December is the deadline to give CASE placement options for Spring 2001 courses, if a faculty member would like CASE to make copies of their placement selections for their students.**
- ? TEC Evaluations need to be mailed.
- ? Conduct Faculty Orientation.