

February 24, 2000

To All CASE faculty:

I hope that all is going well with your CASE course! Please announce the following messages to your CASE students in your next class meeting:

1. Please remind students that **March 6th is the midpoint of the semester**. They should have completed at least half of their service hours at this point, typically 20 hours. Feel free to check their timesheets, have Service Learning Advocates check timesheets, or ask them to tell you where they are with their hours. Their service hours must be completed by April 24th
2. Please collect any service-learning contracts from your students that have not been handed in and forward them to me at 191 College Ave. Service-learning contracts enable the CASE program to record where students actually did their service and assist you and other faculty to plan future site placements.
3. I am also sending you two things: 1) *the student evaluation of community partners* and 2) *the community partner's evaluation of students*. These papers need to be handed out to your students so that these forms can be completed before the end of the semester. The Student Evaluation of their Community Partners **need to be filled out by each student** and sent to the CASE office. Your **students must give the other form**, the Community Partner's Evaluation of student, **to the community partner** so that they may fill out the information and send it back to CASE.

Please feel free to call me with any questions or concerns at 932-8660, ext. 12. Thank you for your assistance and support.

Sincerely,

Alysha K. Hawkins

Academic Coordinator