This worksheet is designed to assist you in selecting the right community partner(s) for your academic service learning class. The Longhorn Center for Civic Engagement (LCCE) staff is happy to accept your written responses to these questions (over email or by fax) or to discuss the answers to these questions with you in person. Please contact Suchi Gururaj, the Assistant Vice President for the LCCE at suchi.gururaj@austin.utexas.edu or 512-471-6161.

1. Through which department is your class offered?
2. Have you taught this class before?
3. How many students generally take this class?
4. Have you ever taught this class as an academic service learning class?
   a. If so, have you collaborated with a community partner?
   b. Will you work with this partner again? (If so, please feel free to skip the rest of this worksheet.)
5. Do you have a specific community partner you want to collaborate with?
6. Ideally, on what type of work or on what populations would your community partner focus?
7. What is your course title?
8. Will the students undertake direct service with specific populations or project based work?
9. Will students be required to participate in a class project?
10. Ideally, what activities would you like students to engage in at the selected organization that would contribute to the outcomes of your course?
11. Ideally, what skills will students use at the selected organization that would contribute to the outcomes of your course?
12. How many hours of service will you require of your students?
13. Are there any essential tools/equipment you are expecting the community partner to have?
14. What kind of training do you expect the community partner to offer?
15. How will you communicate with community partner about student performance?
16. Besides identifying a community partner, what other assistance do you require from the Longhorn Center for Civic Engagement office?