Community-Based Learning Placement Selection Process

Step 1: Review the potential community partners for your course.

Read about the potential community partners selected for your course from the documents you received during your class visit and/or on the Donelan Office website at: http://holycross.edu/engaged-learning/donelan-office-community-based-learning/community-based-learning-students/community.

Step 2: Think about becoming van certified.

If you have a valid driver's license, consider becoming van certified. The Transportation Office runs shuttles to most sites, but sometimes it is easier for students to sign out vans and drive themselves. Additionally, if you are planning on volunteering on the weekends, you must either reserve a Holy Cross van or find your own transportation—the shuttles do not run on Saturdays and Sundays. **Van Certification Classes for this semester have been scheduled for the following: Tuesday, January 29th 2:30-4:30pm (Hogan 304); Thursday, January 31st, 9-11am (Hogan 519); or Monday, February 4th, 5-7pm (Hogan 519).** Email Isabelle Jenkins (ijenkins@holycross.edu) to RSVP.

Step 3: Attend the CBL Fair on Tuesday, January 29th at 4:30pm in Hogan Suites B/C (or visit the CBL Office PRIOR TO this date if you cannot attend the Fair).

Please bring your schedule and driver's license (or another government-issued ID) to the fair (in case the site you choose requires a CORI).

At the fair, you will do the following:

a. Upon entering Hogan Suites B/C, pick up a community partner room assignment listing for your class.
b. Visit the tables of the CBL Interns representing the community partners with whom you're interested in working. Ask any questions you may have to learn more about the agencies and their opportunities.
c. CBL Interns at each table will have scheduler forms for you to complete. Once you decide which agency you would most like to work with, return to that table and fill out a scheduler form. If necessary, fill out a CORI form and any other required paperwork at this time.

Stop by the Donelan Office (Smith 334) if you are in need of further assistance and advisement.

Step 4: Get connected with your community partner.

Isabelle Jenkins (Associate Director of the Donelan Office) will connect you, via e-mail, with your preferred community partner after the Fair (or after you sign up in the Donelan Office). Respond to this email to introduce yourself to your community partner, to confirm whether space is available for you at their agency, and to confirm details pertaining to your start date and time. **If you don't hear from Isabelle and/or your preferred agency within five days, please contact the Donelan Office.** If you learn that your first choice agency will not be able to accommodate you, contact the Donelan Office immediately to discuss alternatives.

Step 5: Investigate transportation options to your placement site.

Detailed information about transportation options can be found at: http://www.holycross.edu/maps-directions-and-transportation/transportation. If you need to request transportation via a Holy Cross shuttle or van, submit a completed Transportation Request Form to the Donelan Office (available in the Donelan Office and on the Donelan Office website: http://holycross.edu/engaged-learning/donelan-office-community-based-learning/forms). **Please note that the sooner your Transportation Request Form is submitted the greater likelihood that there will be availability at the exact time you request. Transportation Request Forms must be submitted at least one week before your start date.**

Step 6: Submit your registration form to the Donelan Office (no later than Wednesday, February 6th).

Once your preferred agency confirms that it will have space for you this semester and has confirmed your schedule, notify the Donelan Office of where you will be doing your community-based learning by filling out a CBL registration form. The registration form was distributed in your first class and can be downloaded from: http://holycross.edu/engaged-learning/donelan-office-community-based-learning/forms. **Return this form to Smith 334 by Wednesday, February 6th.**

Expectations of CBL Students

Transportation
If you need transportation assistance, submit a completed transportation request form to the Donelan Office ASAP. The Transportation Office requires that you **submit your form at least one week before your start date**.

CBL Registration Form
After you have received confirmation on your CBL placement site, submit a signed registration form to the Donelan Office. Without submission of this form, neither the Donelan Office nor your professor officially has a record of your CBL site and schedule.

Agency Policies and Procedures
Comply with agency policies and procedures, including CORI background checks, attendance policy, dress code, and confidentiality policy (if applicable).

****Attendance****
You will be expected to attend your CBL site according to the schedule you arrange with your site supervisor or professor. You will be expected to contact the CBL staff and your site supervisor one week in advance if you are not able to attend your site as scheduled, except in the case of illness or emergency. Every effort should be made to "make up" missed time as possible within the context of your site. **Your site supervisors may choose to share feedback on your attendance with your professor and/or the CBL Office.** Inconsistent attendance will jeopardize your eligibility for the CBL Transcript Designation.

CBL Transcript Designation
Students taking a placement-based CBL class may be eligible for a CBL designation on their transcript. Eligibility will be determined by the CBL Advisory Board and based upon whether the class meets all CBL designation criteria and whether the student is engaged in the community for a time commitment equivalent to at least two hours per week throughout the semester (including a reasonable amount of transportation time).

Questions or Concerns
Contact your professor or the Donelan Office (communitybasedlearning@holycross.edu) if you have any CBL-related questions or concerns.

Spring 2019 CBL Calendar

Tuesday, January 22nd:	Start of Fall Semester
Tuesday, January 29th:	CBL Fair (4:30pm, Hogan Suites B/C)
Wednesday, February 6th:	**Registration forms due on or before this date**
Wednesday, February 6th:	CBL Dialogue Session: "*Toxic Charity*; Introduction to CBL" (6pm, Levis Browsing Room, Dinand Library)
Wednesday, February 13th:	Marshall Fund Deadline
March 2nd – March 10th:	Spring Break
April 18th – April 22nd :	Easter Break
Wednesday, April 24th:	Academic Conference
Monday, May 6th:	Last day of CBL for the semester (unless otherwise arranged with your supervisor)