



SERVICE-LEARNING IN ACTION

Steps to Getting Started

Step 1: Contacting your site

The site's contact information may be accessed in utep.givepulse.com under the Service-Learning tab in the CCE's website – utep.edu/cce. First select the appropriate semester, then find your designated course. This will direct you to the available options for your class and their respective contact information.

Please, make sure to contact the person listed on the Site Information Card, set up an appointment and go over the following:

1. Semester volunteer schedule
2. Site Requirements
 - a. Background Check; Application Process; Orientation/Training; etc.
3. Define volunteer goals and expectations

Step 2: Throughout the Semester...

Throughout the semester you will be responsible for **TWO** things:

1. Time Sheet (electronic & paper)
2. Reflection Sheet – electronic per visit

Step 3: Finishing Up

Deadline to turn in your completed Time Sheet is the end-date for your course on the CUE. You can turn in your **Timesheet** to the Center for Community Engagement (CCE) located at 1514 Hawthorn Drive, attach it to your impacts in the CUE or email it to ccesl@utep.edu

Notice: The CCE will submit a report to your professor indicating completed hours the following week.



THE UNIVERSITY OF TEXAS AT EL PASO
CENTER FOR COMMUNITY ENGAGEMENT

www.utep.edu/cce • ccesl@utep.edu
915-747-7969 • 1514 Hawthorne St.