CSL STUDENT WINVERSITY OF ALBERTA COMMUNITY SERVICE-LEARNING



PLACEMENT PROCESS

CHOOSE A PLACEMENT Learn about the placements in your course on the CSL Portal or from your instructor.

> If required, bring 2 pieces of government issued ID to the CSL Office to complete a security check for your placement. Check the CSL website for exact dates.

2. COME TO THE CSL **OFFICE FOR SECURITY CHECKS**

COMPLETE THE STUDENT **SIGN-UP FORM**

Use the CSL Student Placement Site to sign up for your CSL placement by the deadline.

> 4. CONTACT **YOUR** COMMUNITY **PARTNER**

Discuss your placement, scheduling, communication + any projects that you will be working on in your placement.

5. **FILL OUT** THE CSL COMPLETION **FORM**

Set up a meeting with your community partner to complete form before the deadline set by your instructor.

*NOTE: Completion forms MUST be submitted BEFORE the last day of classes.

6. SUBMIT FORM TO YOUR **INSTRUCTOR + GIVE COPIES** OF YOUR WORK TO YOUR **COMMUNITY PARTNER**

UALBERTA.CA/COMMUNITY-SERVICE-LEARNING