

APPLES

Service-Learning

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CONTACTING YOUR SUPERVISOR

Contacting the community partner is one of the first steps to beginning a successful service-learning experience. **Students should only contact the community partner after an official assignment has been made by the course faculty.**

TIPS FOR CALLING

- Act fast. Make contact within days of receiving an official assignment from the course faculty. Community partners have been anxiously awaiting this call.
- Provide the details. If leaving a message, provide a phone number and email, as well as mention an affiliation with a specific APPLES course.
- Be persistent. It is often difficult to contact site supervisors, as community partners are often understaffed. Keep trying!

ITEMS TO DISCUSS

- Exchange introductions
- Course name and description and the project description
- Time for an initial meeting/orientation to complete the service-learning agreement
 - Meeting time:
- Directions and other transportation related information, such as bus lines.
 - Directions:
- Is a formal orientation required?
 - Orientation date:
- Are additional materials, such as references or an application required?
 - Other requirements:
- Exchange contact information and the best way to contact each other
 - Community partner :
 - Name:
 - Email:
 - Phone number: