

Service/Community Based Learning Student Coordinator Mid-Semester  
Agency Check-In

Please fill out this form as complete as possible. Write down what the agency has to say about each question. Then underneath their response, please write down how you responded to their comments, and write down any concerns you may have about what is happening at the agency as it applies. At the end of the form, please include any other thoughts or concerns you may have. Give to your professor on date he/she indicates.

AGENCY/ORG \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_

Explain to the agency that you are checking in with them, since it is more about half way through the semester, and that you have a few questions for them. Ask if they have time now, or if they would like for you to call at another time.

1. (If this the first semester using this site, or if there is a new site contact) is there anything that you're not sure of, or need further clarification of in terms of how the program works? Was there anything that surprised you about how things have gone this semester?

Agency's response:

Student Coordinator's response:

2. How do you feel the orientations went? Is there anything you would change next semester?

Agency's response:

Student Coordinator's response:

3. Have the students made you aware of what class they are doing service learning for, and have you had the opportunity to discuss their learning needs?

Agency's response:

Student Coordinator's response:

4. Have there been any problems with student's attendance or performance that you need for me to follow up on?

Agency's response:

Student Coordinator's response:

5. Do you have any questions, or did you encounter any problems with the mid-semester evaluations?

Agency's response:

Student Coordinator's response:

6. Is there anything you need from me as your Student Coordinator at this point in the semester?

Agency's response:

Student Coordinator's response:

ADDITIONAL COMMENTS:

Let them know that you will be calling in a few weeks to schedule an end of the semester evaluation with them. At that time you'll be going over a survey about what their needs will be for next semester. Thank them for their time and their commitment to the program.