

The Fusion Course

Integrating community-based learning into online courses

Guide for Project Management

Once you have decided on a CBL project or PBL project to incorporate into a course, it is helpful to keep the big picture in mind as you move through the course. Managing a project over the course of a semester can be challenging because of the many (often moving) pieces. This guide should be helpful as you move through your course.

Project Management Checklist

Before course starts and within first week or 2 of course:

- Identify a project(s)/topic/social problem for course
 - Align with learning outcomes; work with students to identify interests and community organizations to identify needs
 - Contact CBL/SL office at your institution for support and existing documents pertaining to CBL work

- Identify a community partner or partners and craft project(s)
 - Remember that academic credit is for the learning, not service or quality of service performed
 - Community partners and their missions should fit with the course's goals; placements should have a meaningful impact on the communities that students are serving
 - Create a list of "back-up" partners and projects
 - Consider career office and other departments as resources on campus

- Address risks with projects
 - Share with students, college/university and partners
 - Craft document or use existing document for students, institutions and partners to sign

Ongoing throughout course:

- Assessment of student experience
 - Refer to references on how to assess learning throughout semester; reflection of learning and connection to course content is key
 - Have students continue to both assess their experiences throughout course
 - Use multiple forms of assessment to assess learning

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- ❑ Students should not be completing a “one and done” experience but having a sustained and meaningful experience
- ❑ If specific hours are needed to credit, have students fill out timesheets

- ❑ Communication with partners
 - ❑ Regular check-ins
 - ❑ Maintain list of future changes

- ❑ Reflection assignment/Final Project
 - ❑ Ongoing reflection is key to a successful learning experience
 - ❑ Return final project to community partner
 - ❑ Share work with institution/department and other offices

Resources

<https://servelearnconnect.uky.edu/service-learning-best-practices>