



AN INVENTORY OF YOUR SERVICE-LEARNING PARTNERSHIP

About this tool: This tool is designed to collect an “inventory” of your current practices and behaviors in developing a service-learning partnership. The tool is also designed to collect your thoughts about the future of your service-learning partnership. By drawing a comparison between current and future activities, each partner will be able to see what has been accomplished and how these accomplishments can contribute to the future development of the partnership. There are no right or wrong answers, however your candid responses will be meaningful for the future growth and direction of the partnership. This tool addresses the following components of a service-learning program/activity: curriculum development; reflection; partnership building; Institutionalization of service-learning; faculty development; community development and acceptance of service-learning; student development; and assessment and improvement.

Instructions: First begin by answering questions in the “now” column. Then answer questions in the “future” column. A section for general comments has been added to capture “reminders” to yourself, and additional information.

Your feedback: Please let us know what you think about this tool. Your thoughts are important to us (email: ccph@itsa.ucsf.edu) for improving this tool.

Activity	Now		Future		Implementation Strategies
	<i>Questions</i>	<i>Answers</i>	<i>Questions</i>	<i>Answers</i>	
Curriculum Development	What is the role of students in planning the curriculum?		What will be the role of students in planning the curriculum?		
	What is the role of the faculty in planning the curriculum?		What will be the role of the faculty in planning the curriculum?		
	What is the role of community partners in planning the curriculum?		What will be the role of the community partners in planning the curriculum?		
	What are your strengths in curriculum development?		How will you build upon your strengths in this area?		
	What are your challenges in curriculum development?		How will you address your challenges?		
	These curriculum materials have been helpful to us:		These curriculum materials will be essential for us in developing our activities:		

Reflection	What reflection strategies do you incorporate into your service-learning activities?		What reflection strategies do you envision using in your service-learning activities?		
	How do you evaluate your reflection strategies?		How will you evaluate your reflection strategies?		
	Who determines what reflection strategies will be used?		Who will determine the reflection strategies that will be used?		
	What are your strengths in developing your reflection strategies?		How will you build upon your strengths for future reflection activities?		
	What are your challenges in developing your reflection strategies?		How will you address your challenges in this area?		
	The following reflection resources have been helpful to us:		These additional reflection resources will be essential in developing our reflection activities:		

Partnership Building	Who are your partners?		Who will be your partners?		
	How was your partnership established?		How will your partnership be further established and strengthened?		
	How often do you communicate with each other, and how?		How often will you communicate with each other, and how?		
	How do you determine the strengths and needs of the community?		How will you determine the strengths and needs of the community in the future?		
	What is the role of the faculty in the partnership?		What will the role be for the faculty in the partnership?		
	What is the role of the community partner in the partnership?		What will be the role of the community partner in the partnership?		

Partnership Building Continued	What is the role of the student in the community partnership?		What will the role be of the student in the partnership?		
	How do you measure your partnership's effectiveness?		How will you measure your partnership's effectiveness?		
	These partnership building resources have been helpful to us:		We will need these additional partnership building resources to continue our partnership building activities:		
	What are the strengths of your partnership?		How will you build upon the strengths of your partnership?		
	What are the challenges of your partnership?		How will you address the challenges in this area?		

Institutionalization of service-learning within the health professions school	What is the level of awareness of service-learning in the school?		How will you increase the level of awareness in your school?		
	What are the priorities of the institution?		How can service-learning support these priorities?		
	How often do you meet with your institutional leaders?		How often do you plan to meet with your institutional leaders?		
	How do you include you institutional leaders in what you are doing?		How will you include your institutional leaders in your service-learning activities?		
	These institutional resources have been helpful to us in our activities:		These institutional resources will be essential for our service-learning activities:		
	Our current faculty promotion guidelines support community education in this way:		Our future faculty promotion guidelines will support service-learning in this way:		

Faculty Development	What topics are addressed in your faculty development workshops?		Service-learning will be featured in our faculty development workshops in this way:		
	This person/s has been an advocate of service-learning among our faculty:		We will build more faculty advocates by doing this:		
	Our faculty leaders are recognized in this way:		Our faculty leaders will be recognized in this way:		
	The strengths of our faculty development efforts are:		We will build upon our strengths in faculty development in this way:		
	The challenges of our faculty development efforts are:		We will address the challenges in this area by:		

Community Development	Our community leaders are:		Our community leaders will be:		
	Our activities promote community leadership and development in this way:		Our service-learning activities will promote community leadership and development in this way:		
	The community is involved in planning/implementing the service-learning activities in this way:		The community will be further involved in planning/implementing the service-learning activities in this way:		
	The community is involved in orienting faculty and students in this way:		The community will be involved in orienting faculty and students in this way:		
	The strengths of the community are:		We will build off of the strengths of the community in this way:		
	The challenges faced in the community are:		The challenges faced by the community will be addressed in this way:		
	Our community leaders are recognized in this way:		Our community leaders will be recognized in this way:		

Student Development	Our student leaders are:		Our student leaders will be:		
	Our activities promote student leadership and development in this way:		Our service-learning activities will promote student leadership and development in this way:		
	The student/s is involved in planning/implementing the service-learning activities in this way:		The student/s will be involved in planning/implementing the service-learning activities in this way:		
	We recruit students in this way:		We will recruit students into service-learning activities in this way:		
	Our student leaders are recognized in this way:		Our student leaders will be recognized in this way:		
	The strengths of the students are:		We will build off of the strengths of the students in this way:		
	The challenges faced by students are:		The challenges facing students in service-learning will be addressed in this way:		

Assessment and Improvement of Service-Learning	Our assessment and improvement plan measures the impact of activities on these key stakeholders:		Our assessment and improvement plan measures the impact of activities on these key stakeholders:		
	Our assessment and improvement objectives include:		Our assessment and improvement objectives will include:		
	Our success is be defined by:		Our success will be defined by:		
	Our assessment findings are shared with key stakeholders in this way:		Our assessment findings will be shared with key stakeholders in this way:		
	We use the findings to improve our activities in this way:		We use the findings to improve our activities in this way:		