

# Checklist For Course Instructors



HKBU Centre for  
Innovative Service-Learning  
- 創新服務學習中心



hkbcuicl

cisl@hkbu.edu.hk  
3411 2472  
<https://cisl.hkbu.edu.hk/>



CENTRE FOR  
INNOVATIVE  
SERVICE-LEARNING  
創新服務學習中心

## Course Preparation

### 1. Review course syllabus



SL Rubrics

SL Manual

- include SL elements
- ensure students will spend ≥ 10 hours in the service project

### 2. Secure community partners



Moodle Community Partners Database

SL Manual (English Version / 中文版)

### 3. Seek consent

- to use photos for publicity purposes
- to share quality content on digital platforms
- all photos and videos taken for service-learning courses will be used by CISL and HKBU for promotional purposes



Photo Consent Template

Ethical Clearance Template

[More Reference Materials](#)

[Detailed Timeline](#)

[Frequently Asked Questions](#)

## During the Course

### 4. Introduce SL



"Introduction to SL at HKBU"  
PowerPoint

For Beginners: SL Manual

E-Learning Module  
for Students

### 5. Organise pre-service training & briefing by community partner



Workshops Available

### 6. Ask students to fill in the pre-test questionnaire

- after the add/drop period and before the first service activity



Service-Learning Common Outcome Measurement  
Questionnaire (Pre-Test)

### 7. Document activities with photos/videos



Photo Guidelines

### 8. Use props from CISL in photos



## After the Course

### 9. Provide reflection opportunities



Suggested Guiding Questions

### 10. Ask students to fill in the post-test questionnaire



Service-Learning Common Outcome Measurement  
Questionnaire (Post-Test)

### 11. Encourage students to participate in SL focus group



Focus Group Consent Form

### 12. Evaluate with community partners



Community Partner Service-Learning  
Evaluation Form

### 13. Share quality content online

- CISL provides a platform to disseminate students' work



Digital Artifact

### 14. Settle all the reimbursement with FO within two months after the project end date

